BridgeInspect Manager 5.0

BIAS Manual

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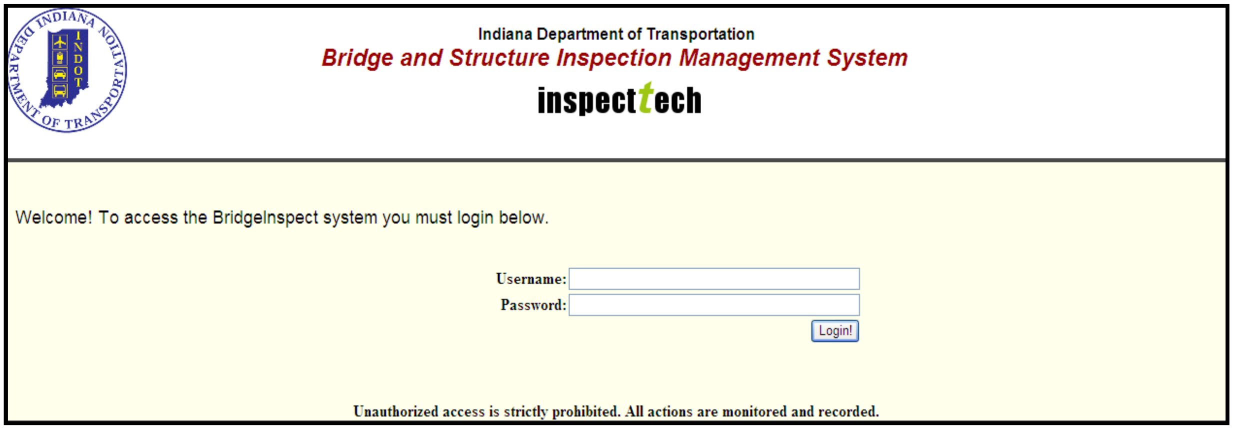
How to Log into the BridgeInspect™ Manager Website:

1. To log into the BridgeInspect™ Manager site, open your internet browser and type in http://inbridges.com. From this page, click on the green box which says, "Launch Manager Website". This will direct you to the Login Page.

    - Here is a screenshot of the INDOT Manager Login Page:



2. Once the page is uploaded, you can create an icon on your desktop (a shortcut to the BridgeInspect™ Manager website) so it will take you directly to the login page with a single click. To create a shortcut icon follow these steps.

    - Right click anywhere on the Login Page
    - From the options listed, select "Create Shortcut" and click "OK".

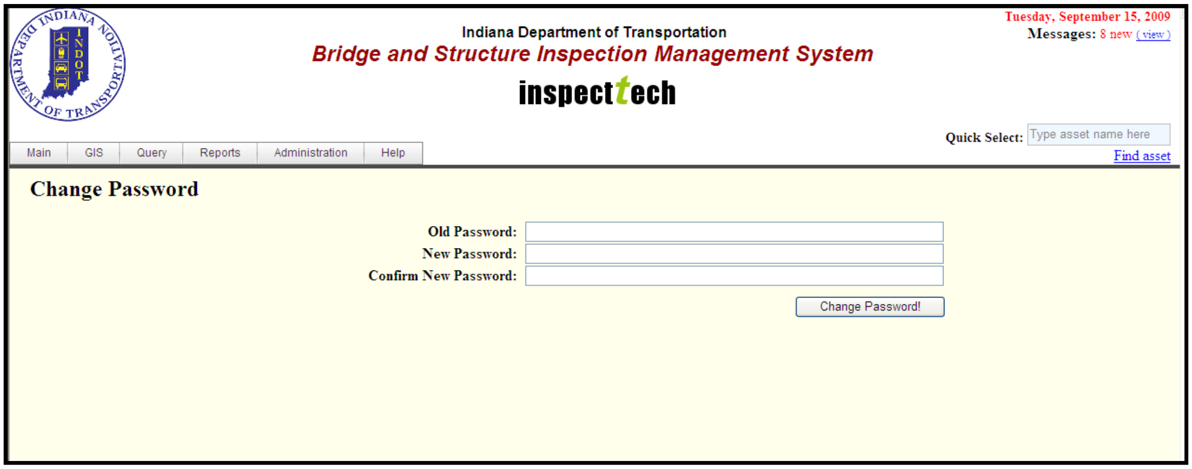
3. To enter into the BridgeInspect™ Manager site, enter your "Username" and "Password" into the appropriate box and click "Login". Note: Your username and password should have also been provided to you by an administrator. However, once you log into the system you are able to change your password. This will be covered later in the user manual. If successful, this will take you to the BridgeInspect™ Manager homepage.

    - If for some reason there is an error with your username or password, a message will appear in red at the top-left hand corner saying "Username/password failed!" If this happens try it again to see if it was a typing error, if not, contact your administrator to see if you have the correct login credentials.
    - Please note that if an individual forgets their login information that they must contact a system administrator to get the password reset.

How to Change Your Password:

1. From the BridgeInspect™ Manager Homepage, place your mouse over the "Main" tab at the top-left corner of the page and chose the option "Change Password" from the drop-down list.

   ➢ This is what the page should look like.

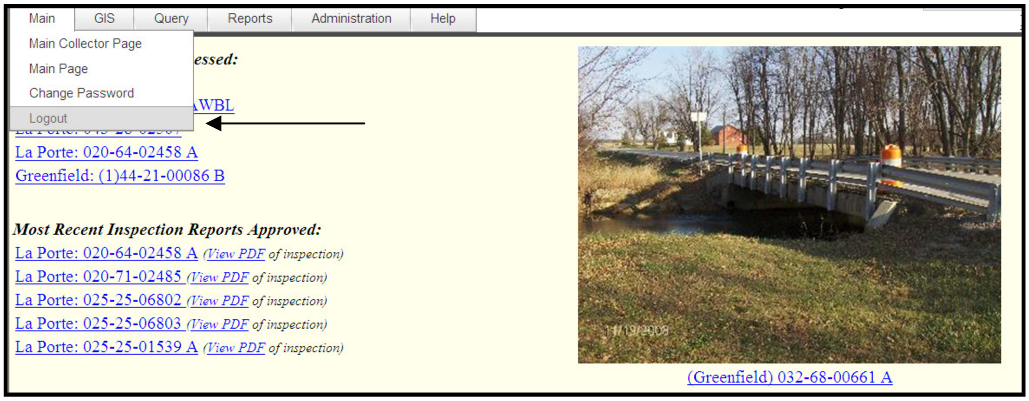


2. Once the page is uploaded, start by typing your old password into the appropriate box, then type the new password you want and confirm it by typing it again. Then click on the "Change Password" button. The next time you log in, use the new password to enter into the BridgeInspect™ Manager website.

   ➢ Important Note: Once the user has changed their password in BridgeInspect™ Manager, their password will automatically change in the Collector site as well. The password will also be changed on the laptop version once it has synchronized.

How to Logout Securely:

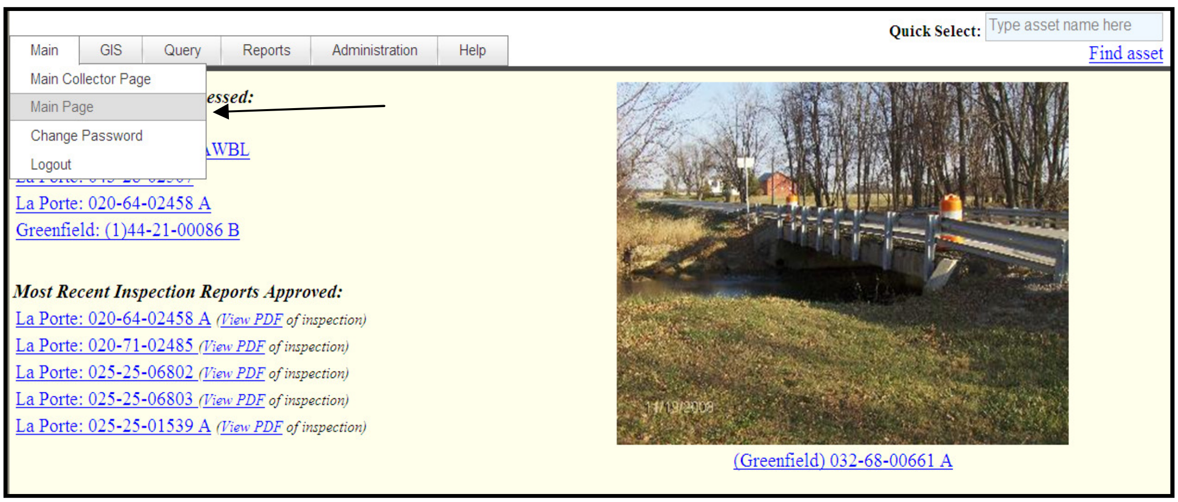
1. The software does not have an auto logout feature, which means you must manually logout of the system every time. This is a security precaution and should be preformed when not actively using the software. The logout is found under the "Main" tab.



How to Navigate Back to the Main Page:

1. There are two ways to return to the Main Page at any given point. The simplest way is by clicking on the INDOT icon/logo at the top left hand corner of the page. This will automatically take you back to the main page.

2. Another way to return to the main page is by using the tabs across the menu bar. Go to the "Main" tab and click on the sub-tab called "Main Page".



How to Use the Quick Select:

1. The "Quick Select" textbox is located at the top right hand corner of the Main Page. Quick Select is designed for you to find the asset you are looking for without having to filter or drill down. This can save time when trying to find an asset which you only have limited information on. The Quick Select tool uses alphanumeric text to bring back up to twenty assets that match what has been entered. Note: You do not have to know the entire asset name, but only part of it. Simply type in what you know about the asset and find it from the returned results.

2. Begin typing in the text box the portion of the asset name you know. For example, the asset's name you are searching for contains the number 655. Type that into the box and the first 20 assets which have 655 in their name will appear in a drop down box. Note: There may not be 20 assets that match the criteria.

   - This is what the "Quick Select" should look like when you are searching for a particular bridge.

3. You can navigate the drop down box by placing your mouse in the box and scrolling or using the arrows on your keyboard. You can add more information into the quick select and it will narrow your choices down even more. Notice the asset you are currently on is highlighted in yellow.

4. When you find the asset you are looking for, click on it or hit the enter key to open the bridge information page.

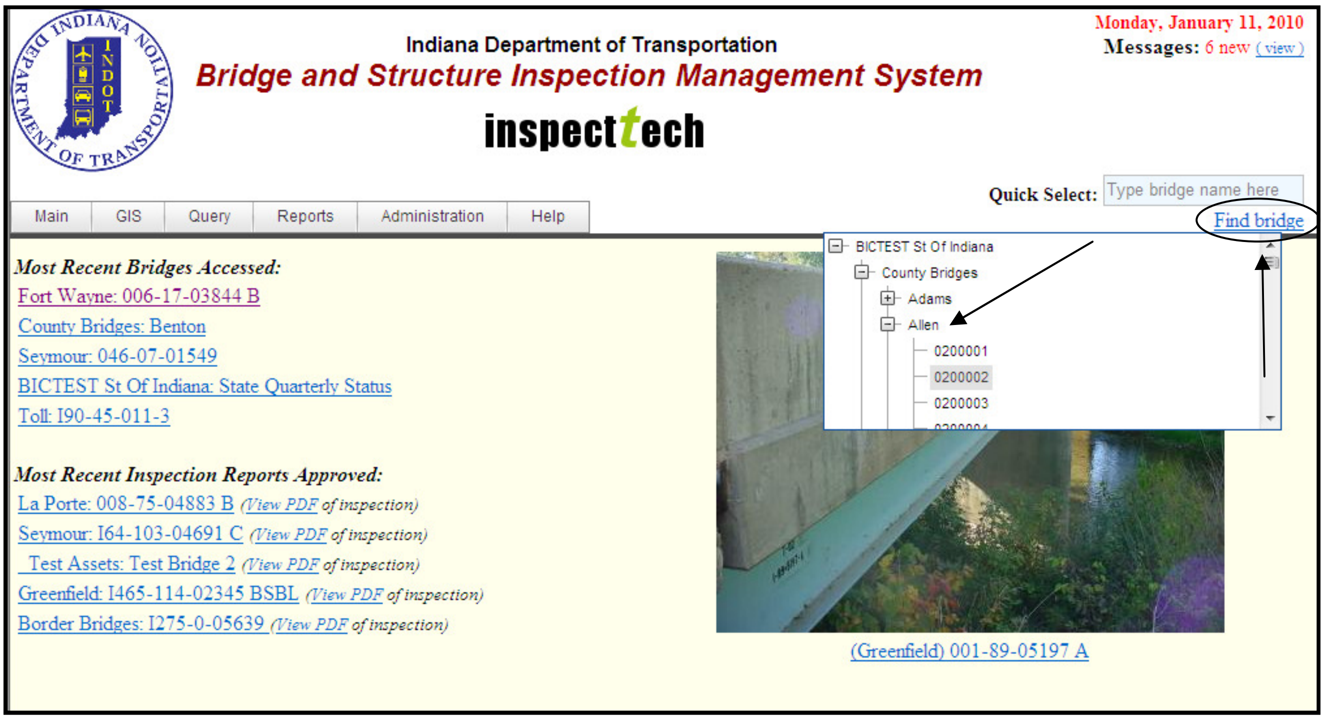
How to "Find" a Bridge:

1. Directly under the "Quick Select" is a tool called "Find Asset". This allows the user to use a tree search to find any asset within the system quickly.

2. To begin, click on the "Find Asset" button and then click on the symbol next to the district/county where the asset is located. This will expand to show all assets located in that district/county.

3. From this point, you can scroll through the list of bridges to find the asset you are looking for.

   - Here is a screenshot displaying this process. For this example, we are searching for a bridge located in Allen County, Indiana.



How to Check Your Messages:

1. Located at the very top of the page on the right hand side, you will find a "Message" section. It will tell you how many messages are new and will have the word (view) in parenthesis.

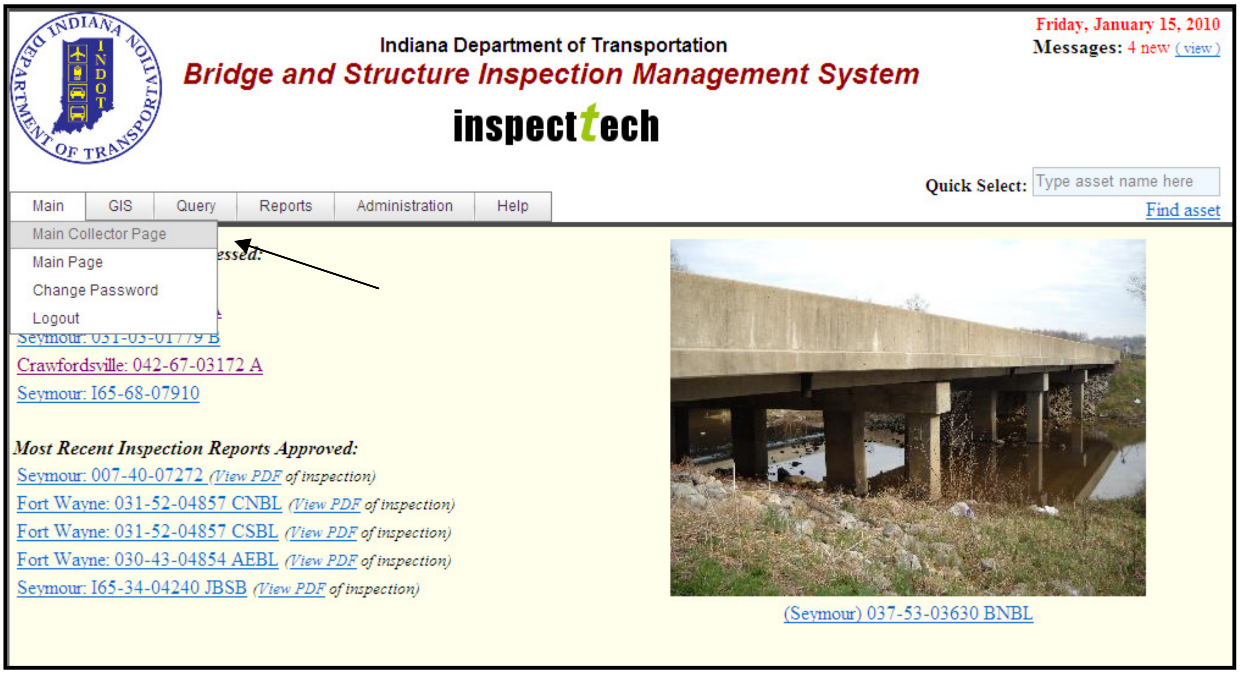
2. In order to view your messages, simply click on the word view. This will direct you to a page that has new "read" and "unread' messages.

   - Here is what the Message Section looks like.

How to Navigate to BridgeInspect™ Collector:

1. There is a link that directly connects the BridgeInspect™ Manager site to the Collector Page. Go to the navigation page on the main menu and place your mouse over "Main" which is directly below the INDOT logo.

2. From the drop down options choose "Main Collector Page". This will take you directly to the Collector Login page.

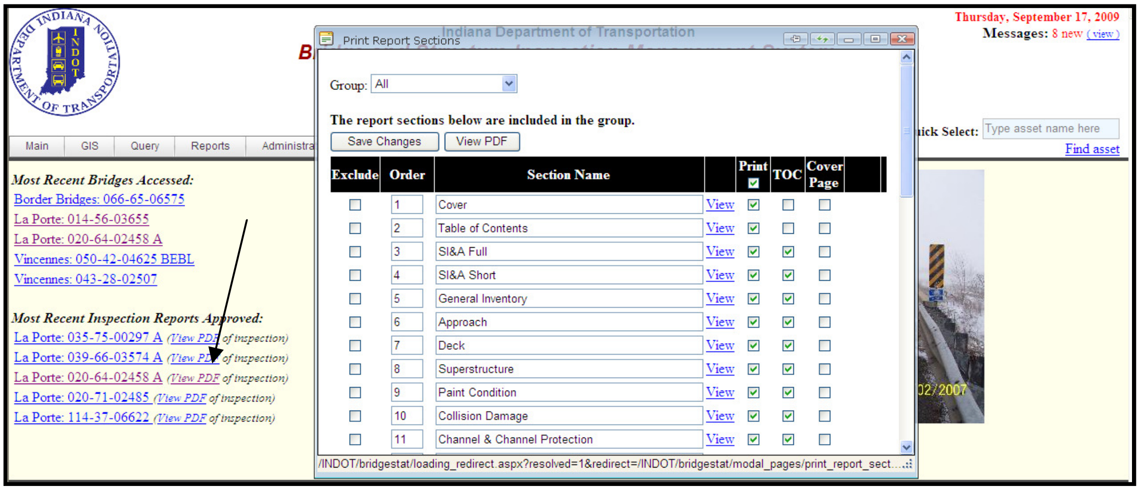


How to View the "Most Recent Bridges Accessed" and the "Most Recent Inspection Reports Approved":

1. BridgeInspectTM Manager has a function which allows a user to go directly to bridges they recently accessed and their recently approved reports. This is a time saving feature which eliminates the need to search for the same assets over and over again in a short period of time (basically a shortcut).

2. In the primary section of the "Main Manager" page, there is an area where these links are located. They are divided appropriately and link the user to either the bridge detail page, which is for the "Most Recent Bridges Accessed", or the actual report for the "Most Recent Inspection Reports Approved". The user is able to view the PDF of the inspection by clicking on the "view PDF" which is highlighted in blue next to the assets name. Each section will show the 5 most recent bridges.

   - The first screenshot displays the location of these links. The second screenshot is the pop up which opens when you click the "view PDF" link under "Most Recent Inspection Reports Approved". This pop up allows you to view the report any way you wish.



How to View the Location of Assets within a District/County (GIS):

1. Begin by clicking on the “GIS” tab on the Main Page and then click on the “Main Map” tab. This will take you to a new page where you will be able to use a search function to locate and display any asset in the system on an interactive map.

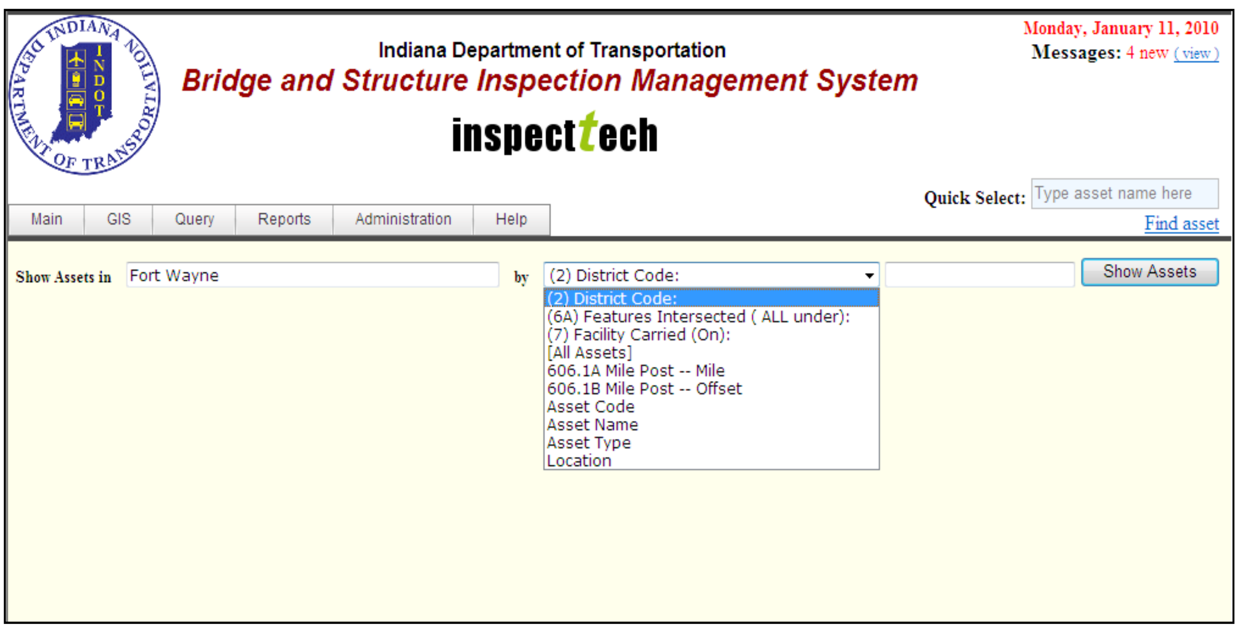
2. If you want to view all asset locations within your district/county on the GIS map, this can be done by selecting your district/county and clicking “Show Assets”. Note: Do not type any information into the criteria boxes.

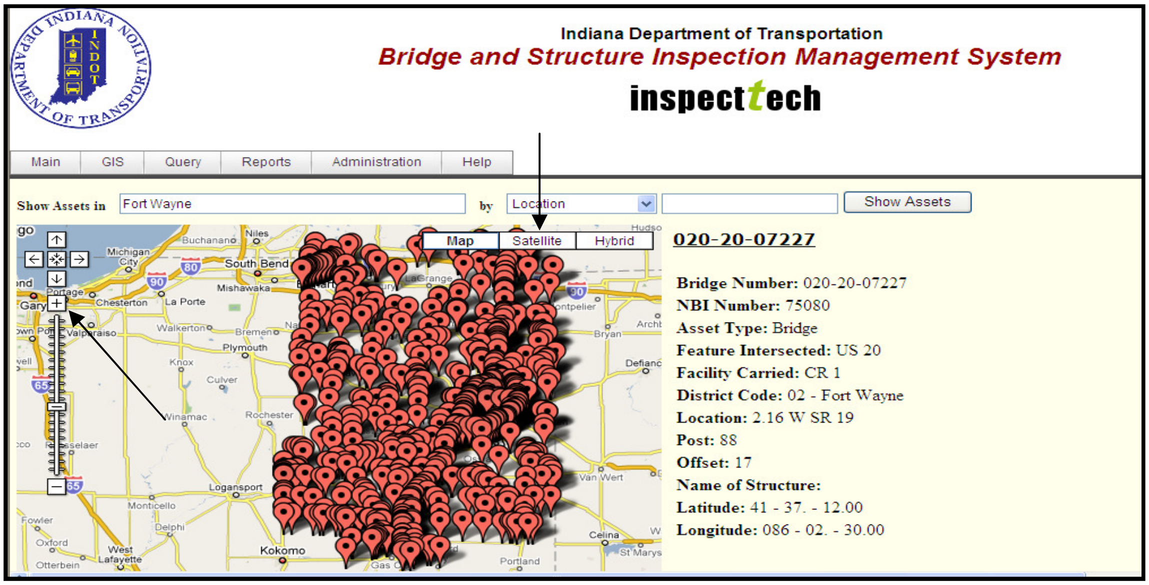
3. Start by selecting the district/county which you want to view through the box labeled “Show Assets in”. Then you can choose how you view the assets by selecting the “by” drop down and typing in a criteria in the empty box. This will narrow your search so you do not view unnecessary assets on the map.

   - Note: Entering criteria into the GIS is not a necessary step; however, there is a limit to the number of assets the GIS will return. Therefore, in some instances you will have to narrow your search to view assets on the map.

4. Now click “Show Assets” to view the map containing all assets within the specified district/county.

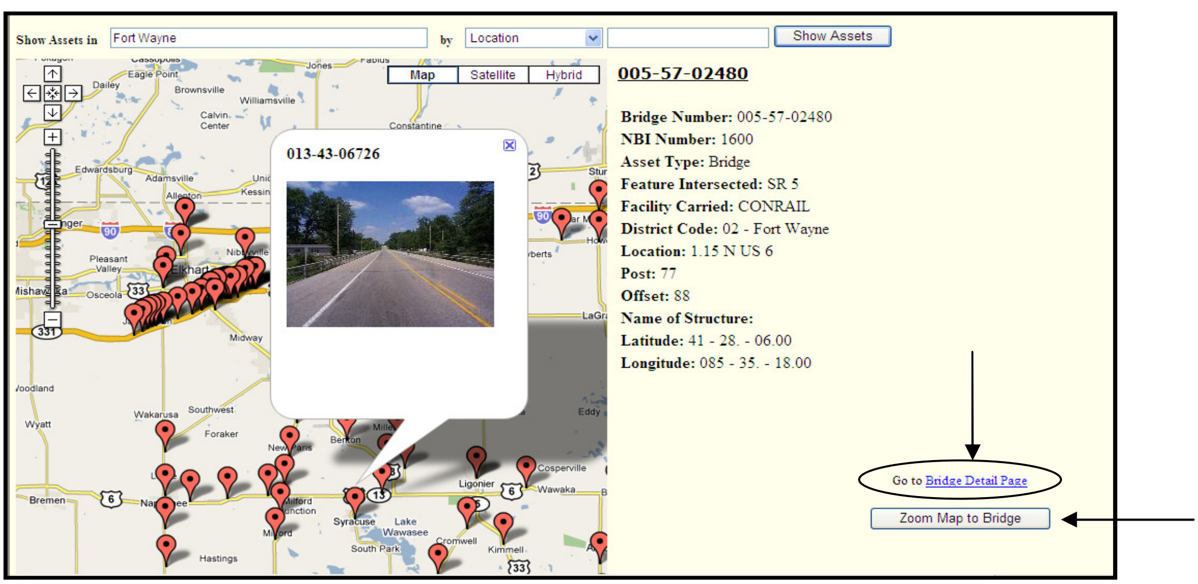
   - Here is a screenshot of the GIS search screen and also the map of all Fort Wayne’s bridges.





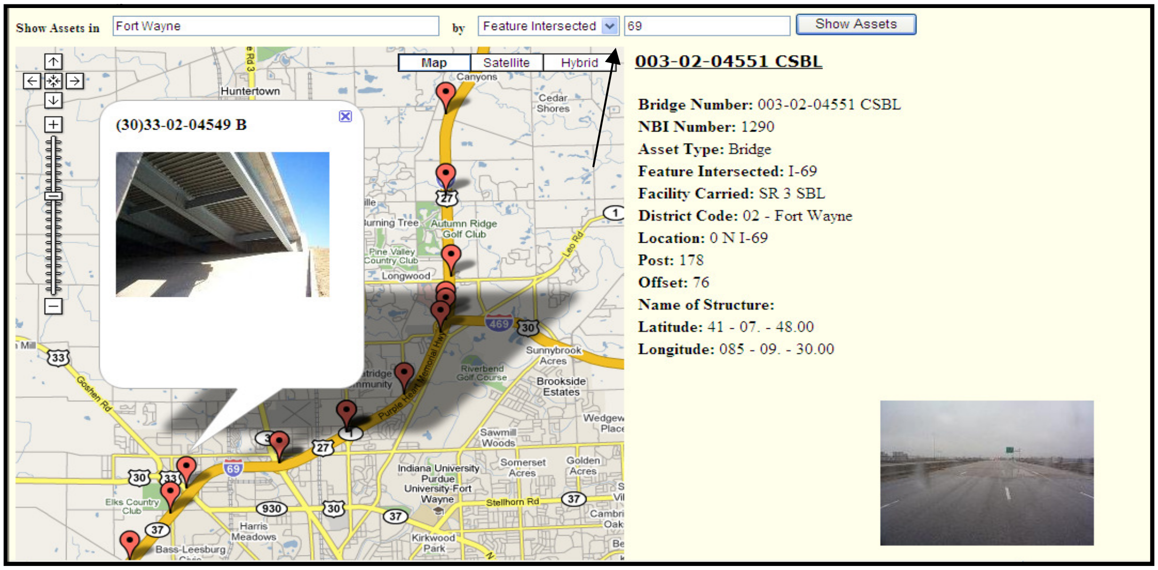
5. Notice in this screenshot that each bridge is marked on the map by a red pin. This is every bridge located within Fort Wayne. You are able to zoom into the map to get a closer view by using the scale on the left hand side of the map. You also have the ability to view the map in three different ways, a map, satellite, or hybrid view. When you are hovering over a single pin (bridge), the bridge's name will appear in a small box underneath the bridge to identify it and the bridge's information will appear on the right hand side of the map. When you click on the pin (bridge), a small picture of the bridge will appear in a white box; this will give you the opportunity to view the bridge from the street view. If available you will see a link to that bridge's details page, and an option to zoom the map to the bridge in the lower right hand corner of the screen.

- Here is a screenshot of the map zoomed in closer using the scale on the left hand side of the map. Note: This is the same map as the one above.

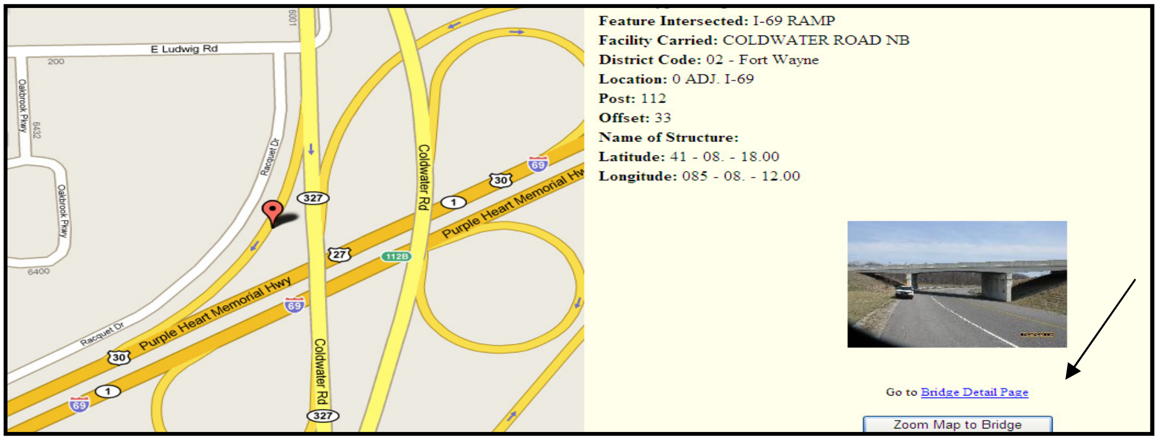


6. You are able to make the map even more specific to what you are looking for by using the blank box at the top of the search. Now, we will generate a map of Fort Wayne, but it will only display the bridges that intersect route I 69. To do so, click the drop down box for “by” and choose “Feature Intersected”. Then in the box to the right of it, type 69 and click on “Show Assets”. Now the map will only show those bridges which intersect route I 69 in Fort Wayne.

   - Here is a screenshot only showing bridges in Fort Wayne which intersect I 69. Notice how the map is zoomed in enough to see every road. This will allow inspectors to pinpoint the exact location of a bridge. Again, you can zoom the map in even more to view every road and surrounding features. a



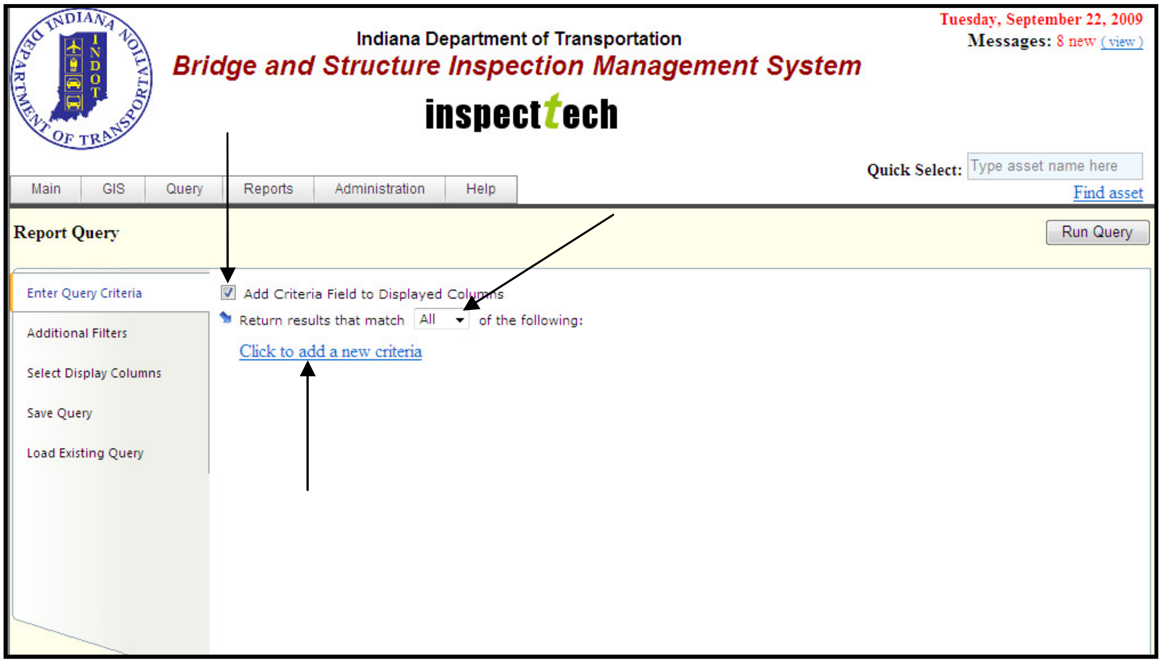
7. Overall, the GIS map is a very effective and useful tool to locate any structure you manage. The ability to view a customized map using searching criteria is a powerful which can serve many purposes. Here is a screenshot of what happens when you click the “Zoom to Bridge” button on the bottom right hand corner. It focuses the map directly on the bridge to give you a clear look at the surroundings and exact location of the bridge.



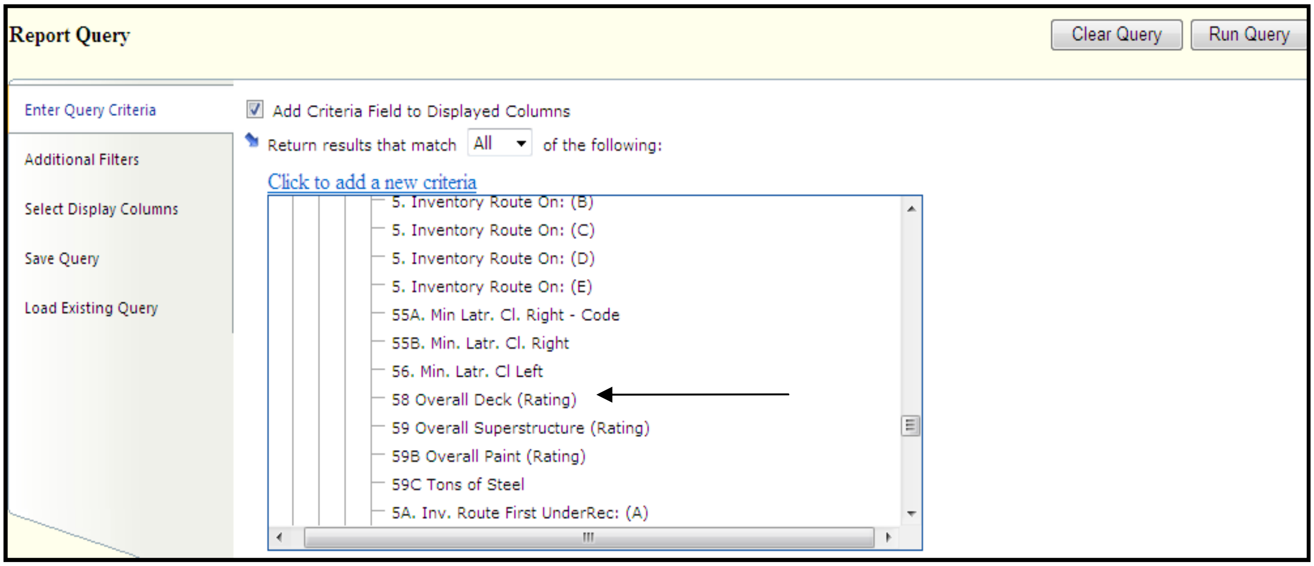
How to Construct a Basic Report Query:

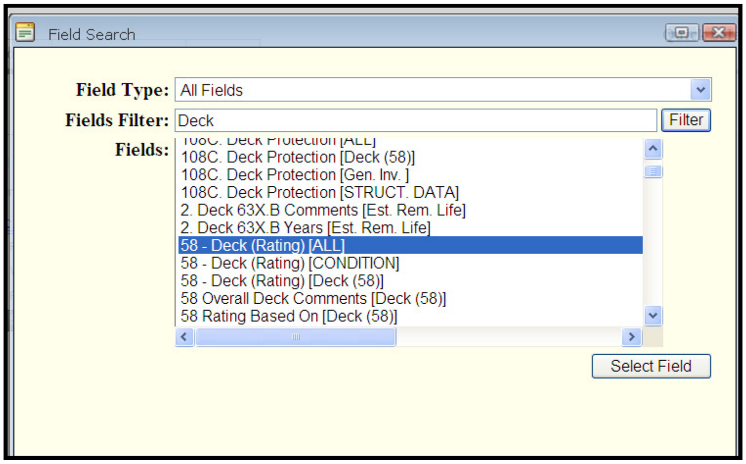
- To begin, select the "Query" tab which is located on the Main Page. Scroll down and select "Construct Query Report" from the available choices. The page will generate and you will have several options from this point to begin the query. The first is a checkbox at the top which asks "Add Criteria Field to Displayed Columns". The second option wants to know how to return the results, if it matches "ANY or ALL" the following. The last option is "Click to add new criteria". Also notice the sub tabs along the left side of the screen. These are functions of the query and will be discussed more thoroughly in their own section. The purpose of the report query is to allow a user the ability to quickly search for information using any inspection or inventory field. For example, say you wanted to know all bridges in your district which have a deck rating less than 4. You would be able to build a query and find all the bridges in just a few seconds.

  - Here is a screenshot displaying the starting point of the query page.

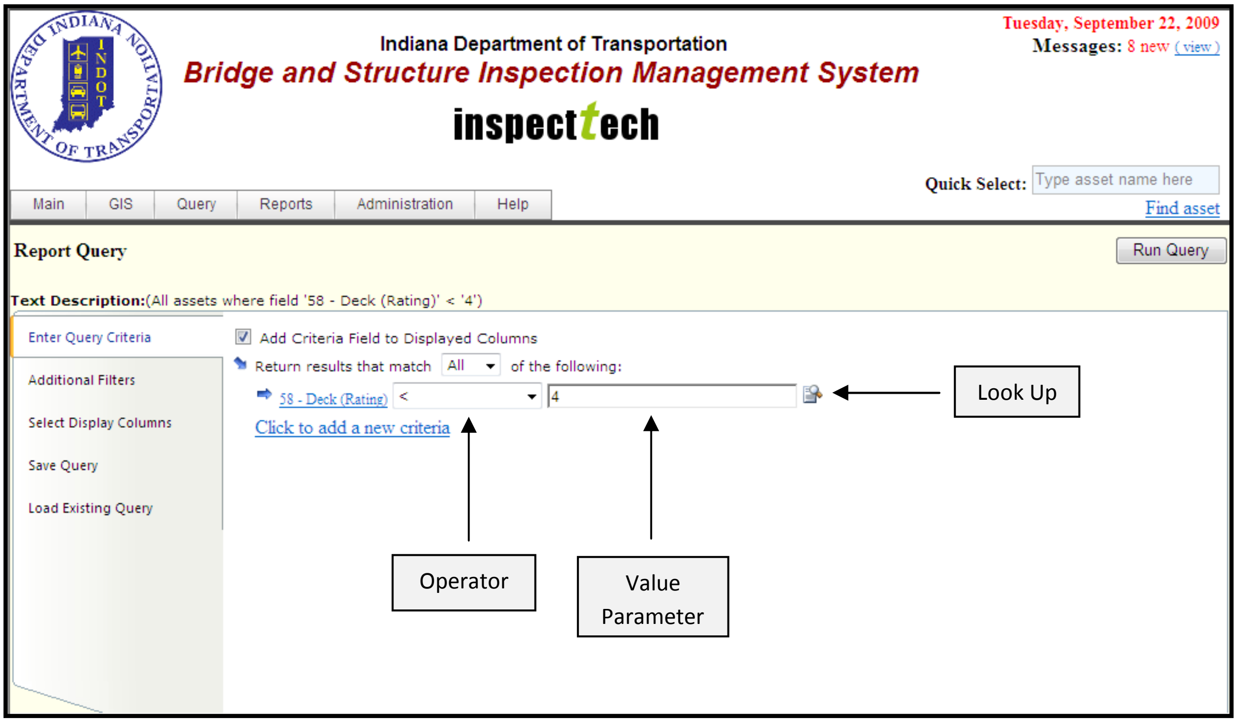


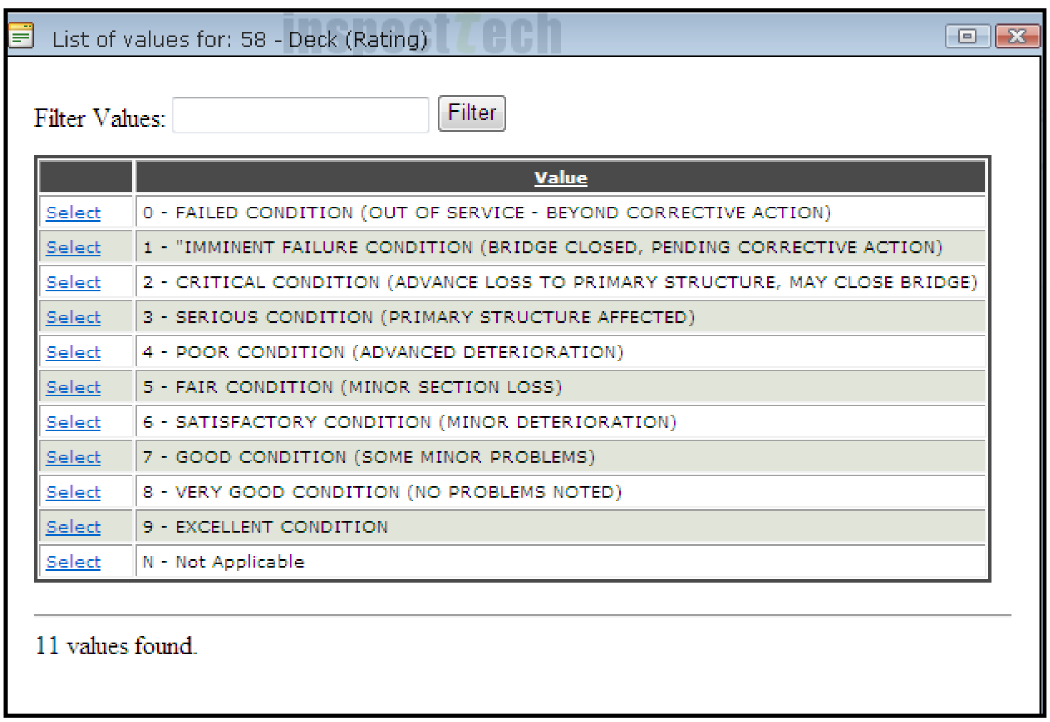
- <u>Enter Query Criteria</u>: Click on the "Click to add a new criteria" link to start the process of creating a query report. This will open up a section below it and will give you four ways to find the criteria field; forms, views, field groups, and search for a field. This is a tree search that will allow you to drill down into each category until you locate the exact field you want for the query. For this example, we want to find the field "Deck Rating". Here is a screenshot to give you an idea of how to locate the field using the drill down method under "Field Group". Also, the second screenshot is displaying the pop up which is used to "Search for a Field".





- Once you have selected the appropriate field you must enter in the parameters for that field. First choose <, <=, >, >=, =, contains, or does not contain in the first text box. The <, >, = are useful for data in numeric format. While ‘contain’ and ‘does not contain’ are primarily used on text fields. Then enter the value parameter. If you do not know what this may be for a particular field, you can click on the icon directly to the right of the text box. This will generate a pop up which will describe what values can be entered into this box. For this example, we want to query all bridges which have a deck rating less than 4. The first screen shot is what the query should look like at this point and the second screenshot is of the pop up which is describing what values can be used in the second textbox.



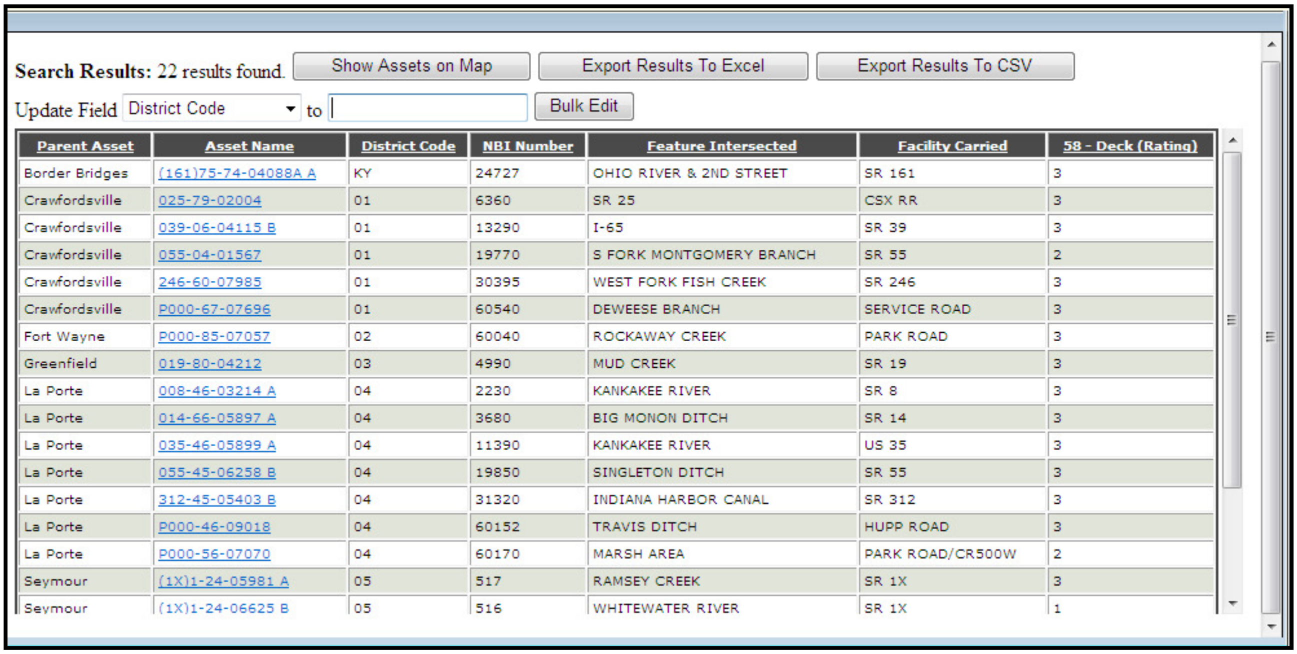


4. Once the parameters are set. Click the “Run Query” button at the top right hand corner of the page. Once this button is clicked a loading symbol will appear as the query retrieves the results.

***NOTE: You may add unlimited number of parameters to your query by following the same exact process. This will be covered more in depth in its own section.

5. The query will generate the results at the bottom of the page where they can be analyzed. Once the query has been run there are several things you can do to the results. You may view the assets on a map, export the results to Excel, or export the results to CSV. Users with appropriate permissions may also update field and "bulk edit" directly from the report. These options will also be discussed in their own section. Here is a screenshot showing how the results will be displayed.

***NOTE: You have the ability to save this query for future access.



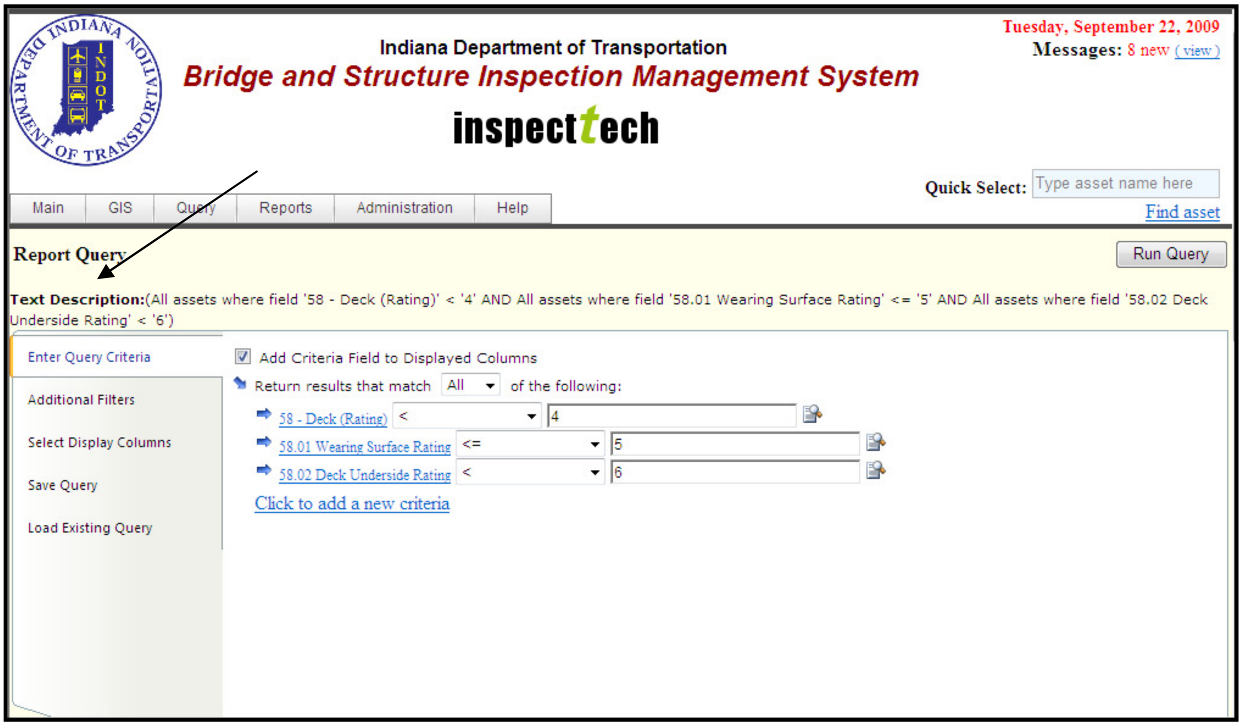
Parent Asset	Asset Name	District Code	NBI Number	Feature Intersected	Facility Carried	58 - Deck (Rating)
Border Bridges	(161)75-74-04088A A	KY	24727	OHIO RIVER & 2ND STREET	SR 161	3
Crawfordsville	025-79-02004	01	6360	SR 25	CSX RR	3
Crawfordsville	039-06-04115 B	01	13290	I-65	SR 39	3
Crawfordsville	055-04-01567	01	19770	S FORK MONTGOMERY BRANCH	SR 55	2
Crawfordsville	246-60-07985	01	30395	WEST FORK FISH CREEK	SR 246	3
Crawfordsville	P000-67-07696	01	60540	DEWEESE BRANCH	SERVICE ROAD	3
Fort Wayne	P000-85-07057	02	60040	ROCKAWAY CREEK	PARK ROAD	3
Greenfield	019-80-04212	03	4990	MUD CREEK	SR 19	3
La Porte	008-46-03214 A	04	2230	KANKAKEE RIVER	SR 8	3
La Porte	014-66-05897 A	04	3680	BIG MONON DITCH	SR 14	3
La Porte	035-46-05899 A	04	11390	KANKAKEE RIVER	US 35	3
La Porte	055-45-06258 B	04	19850	SINGLETON DITCH	SR 55	3
La Porte	312-45-05403 B	04	31320	INDIANA HARBOR CANAL	SR 312	3
La Porte	P000-46-09018	04	60152	TRAVIS DITCH	HUPP ROAD	3
La Porte	P000-56-07070	04	60170	MARSH AREA	PARK ROAD/CR500W	2
Seymour	(1X)1-24-05981 A	05	517	RAMSEY CREEK	SR 1X	3
Seymour	(1X)1-24-06625 B	05	516	WHITEWATER RIVER	SR 1X	1

How to Construct a Multiple Criteria Report Query:

1. Begin the same way as a basic report query and enter your first parameter. After that, click on the "Add new criteria" button to add a new criterion.

2. Use the same method as described in the previous section to enter the parameters. Do this however many times necessary to add all the criteria to the query. It is important to make a distinction between if the query must meet "ALL" or just "ANY" of the criteria. This is done through the drop down box located above the "Add new criteria button".

3. For this example, we want to locate all bridges that contain a deck rating less than 4, a wearing surface rating less than or equal to 5, and a deck underside rating of greater than 6. Here is an example of what the criteria screen should look like. Notice above the criteria there is a "Text Description" section, this writes out what the query is looking for so you can use this if you encounter any unexpected problems to decipher the criteria better.



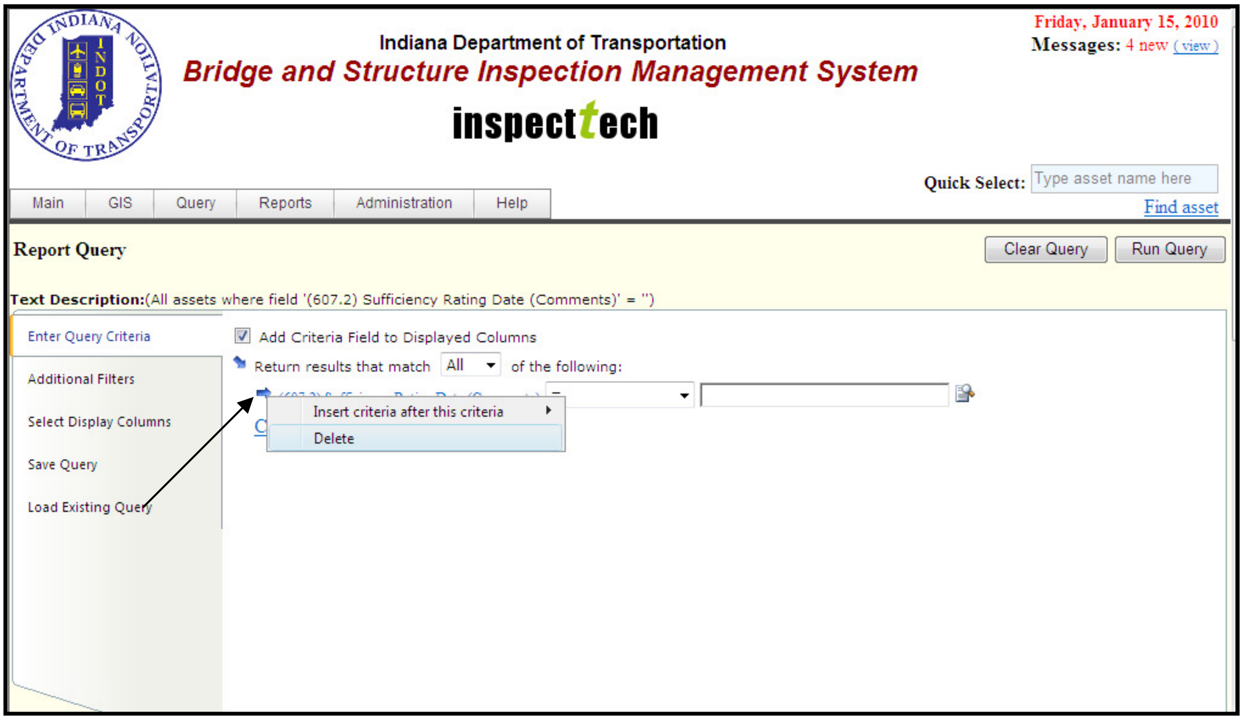
4. The results page is also generated at the bottom of the screen and will give you the same options as a basic query report. You will see all bridges which meet "ALL" criteria.

- Note: Inserting another group of criteria is the equivalent to adding parenthesis around a criterion.

How to Delete a Criterion from a Query:

1. If you have added a specific criterion to a query and do not need it any longer you can simply delete that criterion without having to start a new query.
2. Click on the blue arrow next to the criteria and choose the “Delete” option.

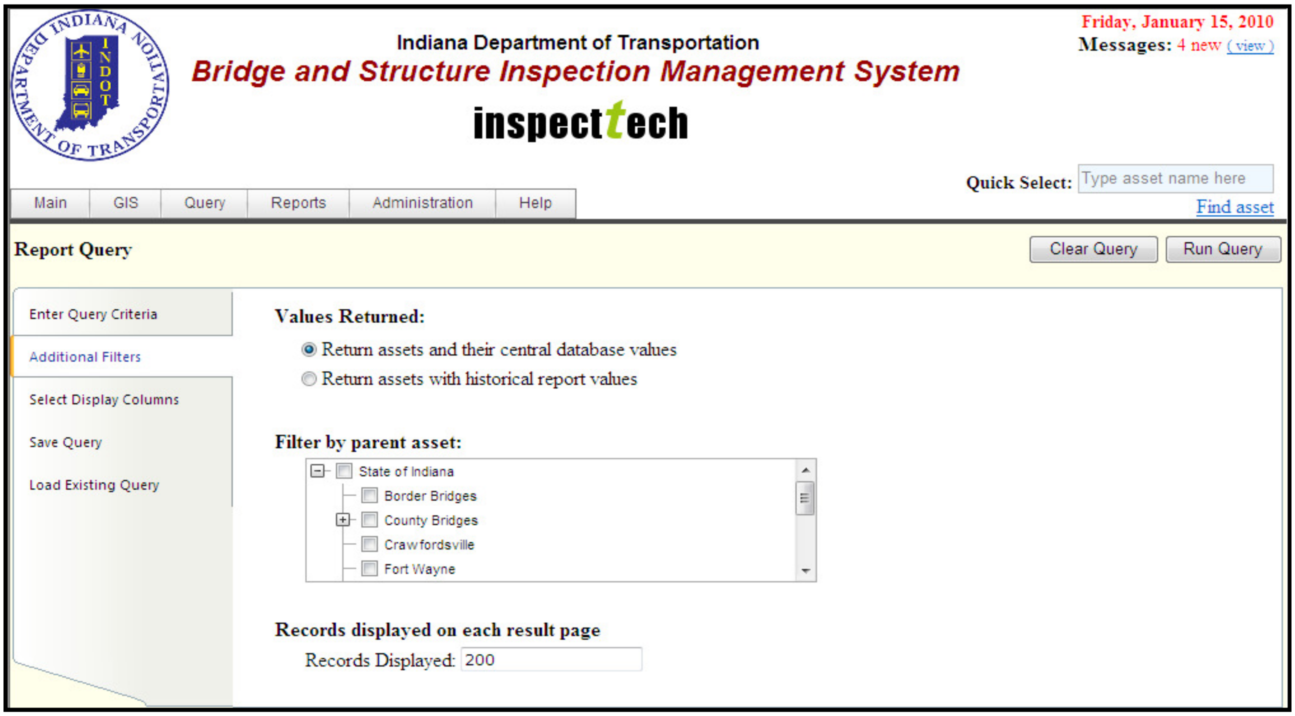
➢ Screenshot of how to delete a specific criterion.



Adding Additional Filters to the Report Query:

1. The query report not only allows you to enter specific criteria, but it also allows you to add filters to the report.
2. To add a filter to the report query, scroll down the left hand side of the page and click on the “Additional Filters” tab. This will open up another screen and will display all the filters you can place on the query report.
3. There are three filters which can be applied to this query. The first filter is whether to return the assets with their central database values (the most recent values) or their historical report values. Note: The default setting for this one is central database values. The second filter is the ability to filter the query by parent asset. The filter contains a tree search of all the district/counties in the state of Indiana; check the box next to the parent assets you want the filter to use. The third filter is how many records displayed on each result page, the default setting is 200.

   - Here is a screenshot displaying the “Additional Filters” page.



Select Display Columns for the Query Report:

1. Another feature of the Query Report is the ability to choose the fields which are displayed as columns in the report.

   - Note: Those fields used as part of the query are automatically added to the display list.

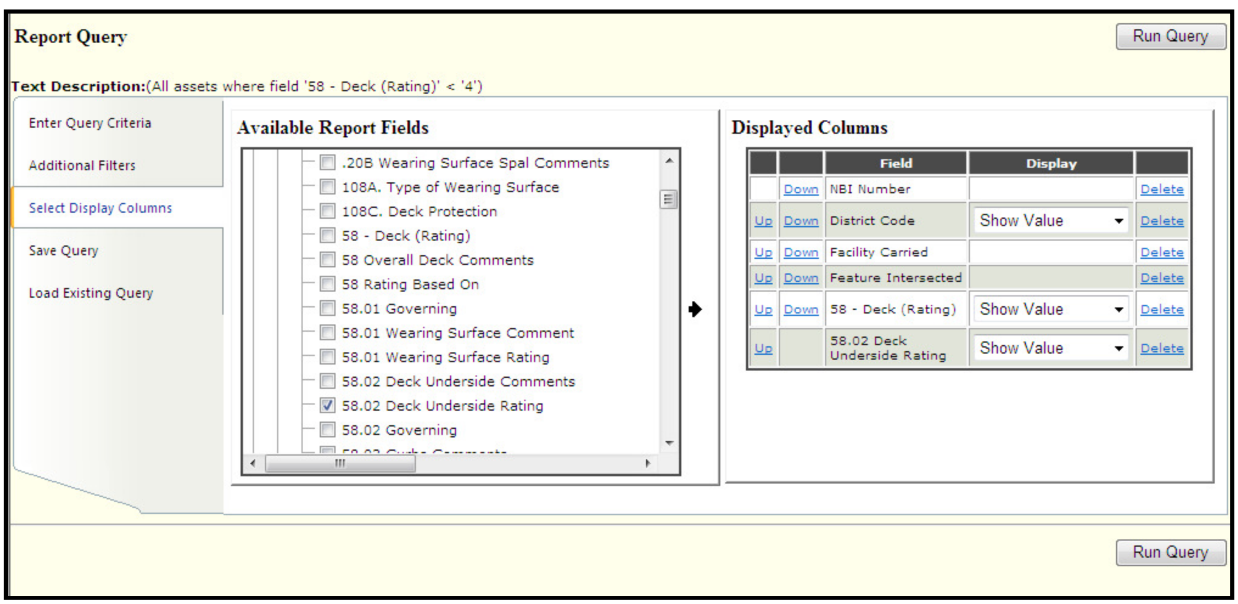
2. To edit or add fields which you want included in your query report, begin by clicking on the "Select Display Columns" tab on the left side of the page. This will generate a new page with all the fields that can be added to the report in a drill down search under the section called "Available Report Fields".

3. Locate the fields you want included in the report by clicking on the check box to the left of the field. This will place a checkmark in the box and will allow you to continue navigating to other fields. This will also allow you to add all the new fields at the same time.

4. Once you have selected all the fields you want in the report click on the small black arrow in between the two sections. This will transfer over the fields you have selected and will add those fields to the displayed column in the report generated.

5. On the right side of the page there is a section called, "Displayed Columns". These are the fields which are predefined to appear in the report. Notice how you can rearrange these fields by clicking the "Up"/"Down" button. For some fields you can change the display of the field to either "Show Value" or "Show Comment" Also, you can click the "Delete" button to remove that field from the report.

   - This is a screenshot of the "Select Display Columns" tab. For this example, we also want the deck underside rating displayed in the report and we want the value displayed.



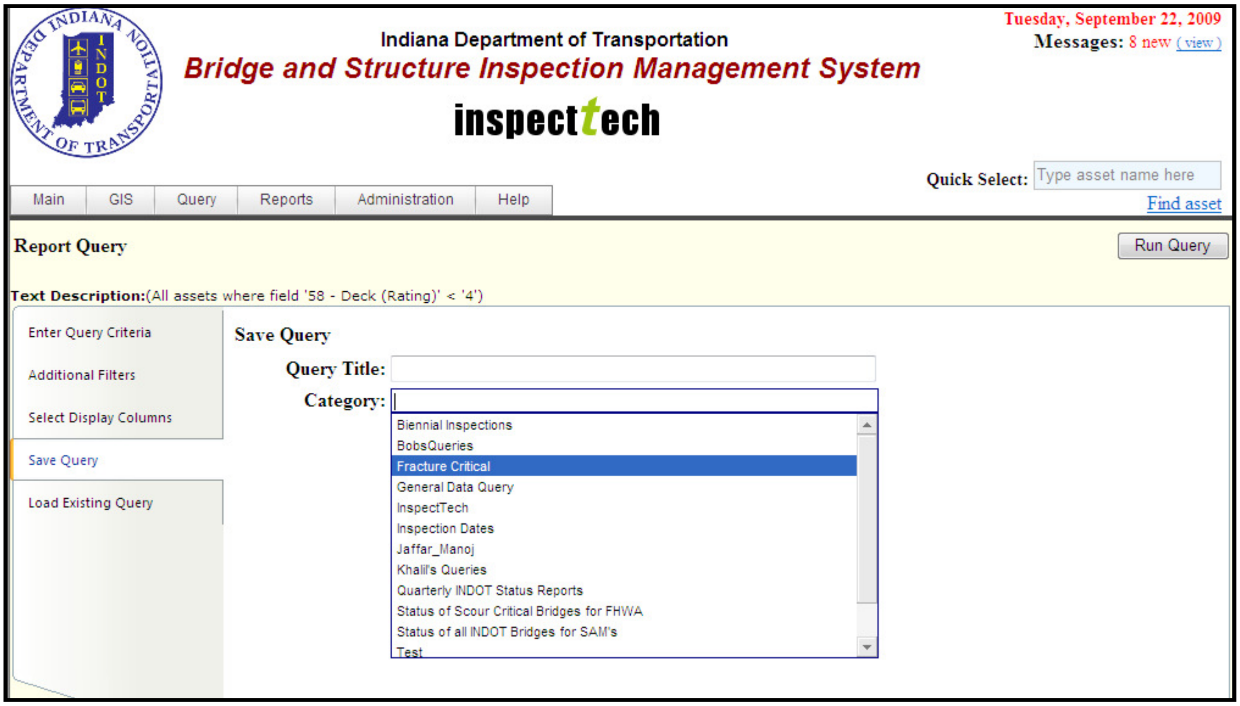
6. Remember you can change the ordering of the fields to display the report exactly how you want it to look. For this example, we want to see the deck rating and deck underside rating in the last two columns.

How to Save a Query:

1. Many times a query generated will need to be used again in the future. For that purpose you are able to save a query to eliminate the hassle of setting it up over and over.

2. To do this you should have the query established first. All parameters must be defined, filters added, and the display columns must also be selected exactly how you want them. Then click on the "Save Query" tab along the left side of the page. This will open up a new page where you will save the query.

   - Here is a screenshot of what the page should look like.



3. In order for the query to be saved, you must give it a title. Furthermore, you have the option of selecting a category from the drop down which the query most closely falls under, but this is not mandatory for saving purposes.

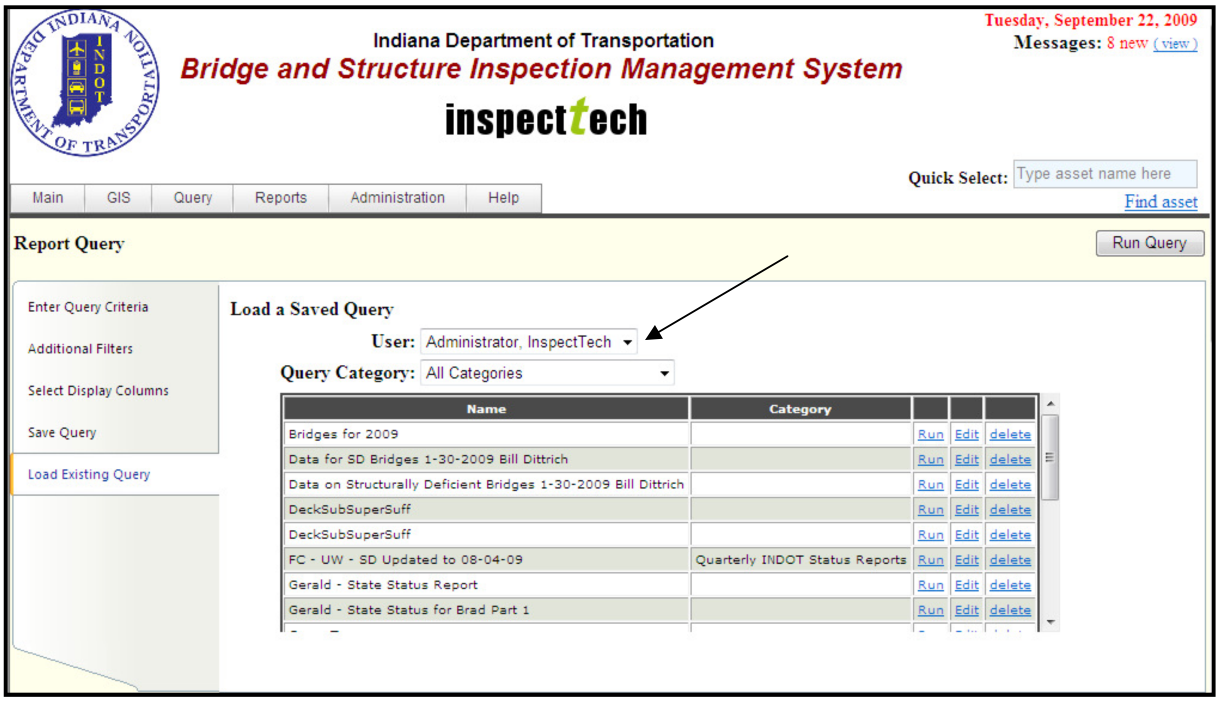
4. Click the "Save as New Query" button.

How to Load an Existing Query:

1. As mentioned before, the save query function is a useful tool when you have queries that may need to be used again. This is the process of how to load those saved queries in order to run them.

2. Begin by clicking on the “Load Existing Query” tab on the left hand side of the page. At first you will be able to view every query that was saved and has been made public, because the default tabs will be “All Users” and “All Categories”. However, you will be able to filter the queries by selecting ether a user or a specific category. For example, if you wanted to find a query you saved, you could change the user to yourself and then it will display only the queries which you have saved.

   - Here is an example of what the page should look like when the user is changed to InspectTech. Now only the saved queries saved when InspectTech was logged in are available to view. You can either “run”, “edit” or “delete” any one of these queries.



How to Show Queried Assets on a Map:

1. After the query returns the results there are several options for viewing the output. One of the options is viewing the returned bridges on a map.

2. To do this start by scrolling to the bottom of the page where the query results are located. Find the option called “Show Assets on a Map” and click on it, this will open a new internet tab and will take you to the Google Maps feature.

3. From here you can zoom in and out of the map to view where all the returned assets are located.

   - Here is an example of what the queried assets shown on a map should look like. Note: This is the same exact feature as the GIS, but the assets are only those which were returned by the query. Note: Only those bridges with coordinates will be shown on the map.

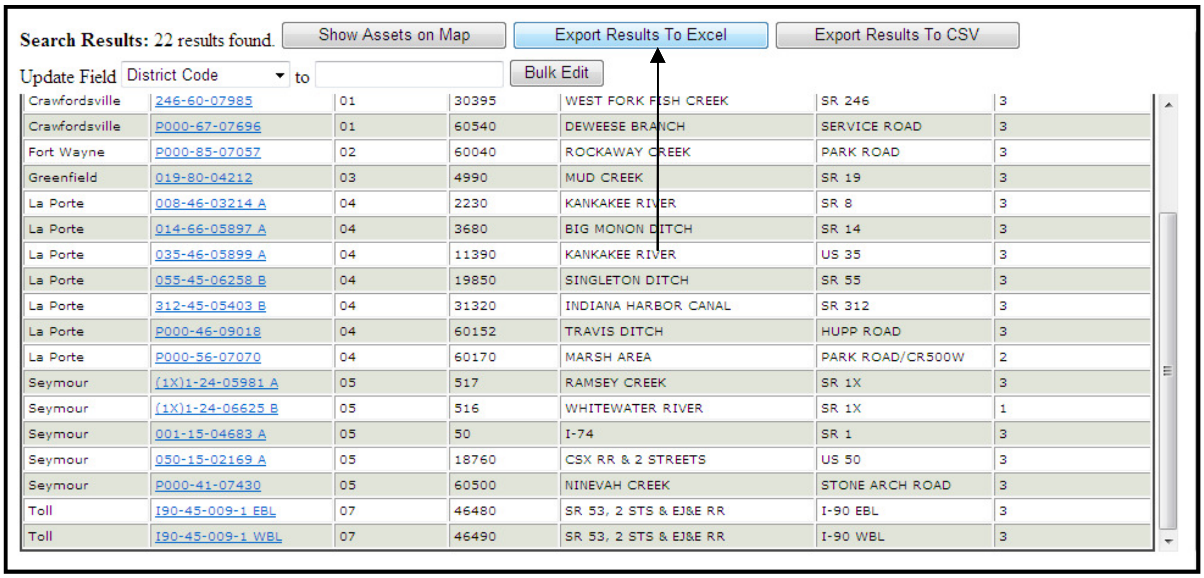
How to Export Query Results to Excel:

1. Another option after the query generates the results is exporting the report into an excel file. This is very useful because you are able to manipulate the data any way you like and make the report look according to your preference.

2. Begin by scrolling down to the bottom of the page where the query results can be found. Find the option called, “Export Results to Excel” and click on it. This will automatically generate an excel file with all the assets pulled from the query.

3. From here, you can save the excel file and arrange/format the data any way you want.

   - Here is a screenshot of where you can find the “Export Results to Excel” button.

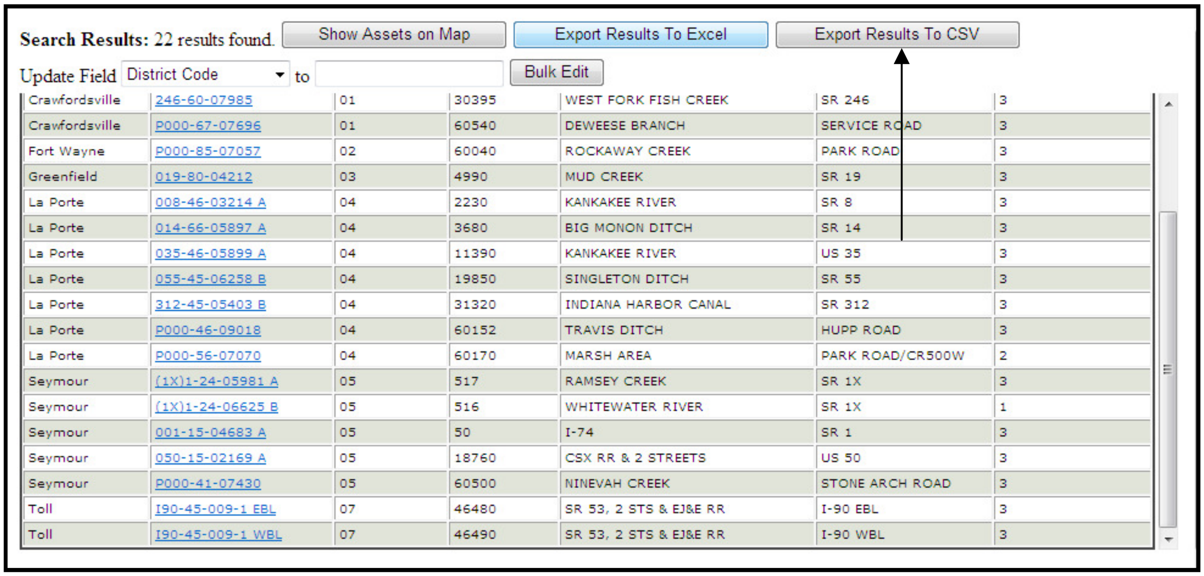


Crawfordsville	246-60-07985	01	30395	WEST FORK FISH CREEK	SR 246	3
Crawfordsville	P000-67-07696	01	60540	DEWEESE BRANCH	SERVICE ROAD	3
Fort Wayne	P000-85-07057	02	60040	ROCKAWAY CREEK	PARK ROAD	3
Greenfield	019-80-04212	03	4990	MUD CREEK	SR 19	3
La Porte	008-46-03214 A	04	2230	KANKAKEE RIVER	SR 8	3
La Porte	014-66-05897 A	04	3680	BIG MONON DITCH	SR 14	3
La Porte	035-46-05899 A	04	11390	KANKAKEE RIVER	US 35	3
La Porte	055-45-06258 B	04	19850	SINGLETON DITCH	SR 55	3
La Porte	312-45-05403 B	04	31320	INDIANA HARBOR CANAL	SR 312	3
La Porte	P000-46-09018	04	60152	TRAVIS DITCH	HUPP ROAD	3
La Porte	P000-56-07070	04	60170	MARSH AREA	PARK ROAD/CR500W	2
Seymour	(1X)1-24-05981 A	05	517	RAMSEY CREEK	SR 1X	3
Seymour	(1X)1-24-06625 B	05	516	WHITEWATER RIVER	SR 1X	1
Seymour	001-15-04683 A	05	50	I-74	SR 1	3
Seymour	050-15-02169 A	05	18760	CSX RR & 2 STREETS	US 50	3
Seymour	P000-41-07430	05	60500	NINEVAH CREEK	STONE ARCH ROAD	3
Toll	I90-45-009-1 EBL	07	46480	SR 53, 2 STS & EJ&E RR	I-90 EBL	3
Toll	I90-45-009-1 WBL	07	46490	SR 53, 2 STS & EJ&E RR	I-90 WBL	3

How to Export Results to CSV:

1. The third option is exporting the query results to CSV. This is a common format supported by many applications.

2. In order to export the results to a Comma Separated Value file, scroll to the bottom of the page where the returned results are located, and click on the button labeled “Export Results to CSV”.



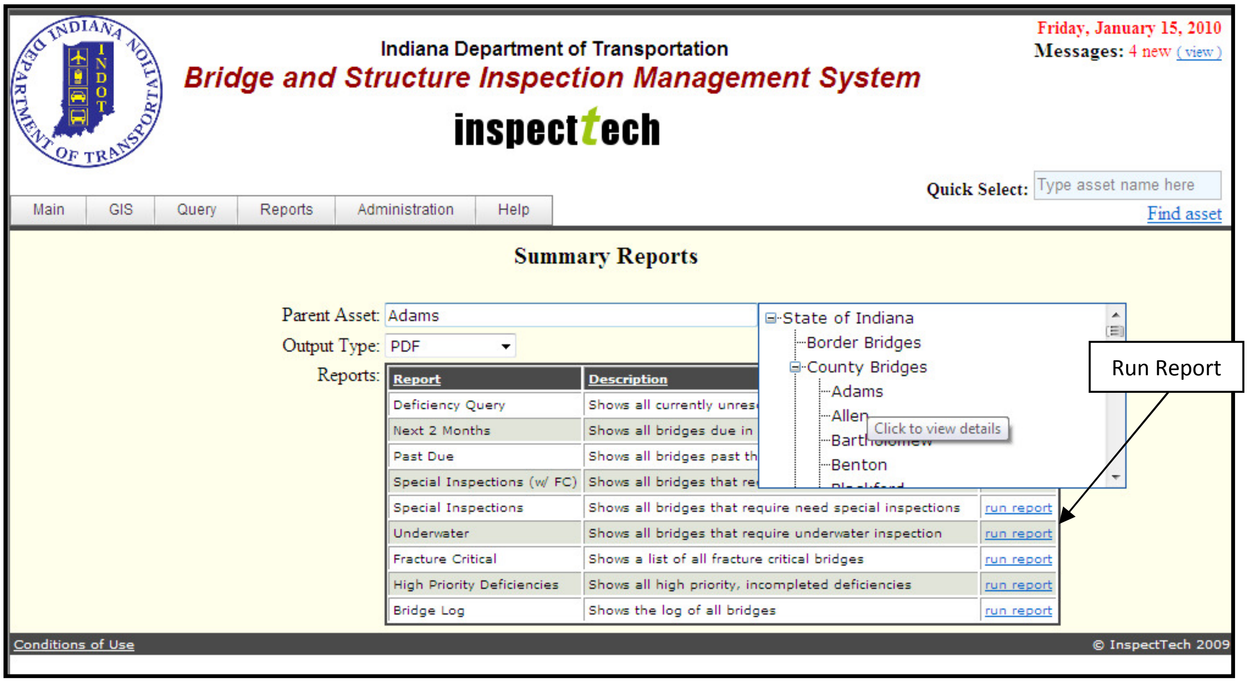
How to Run a System Report:

1. To run a system report start by clicking on the "Reports" tab along the main tab bar. Once you click on this tab there will be a few options in the drop down, click on "System Reports".

2. A new page will upload and at the title of the page will say, "Summary Reports". All summary reports are below in a table along with their description.

3. Find the report that you want to run from the list and click on the "run report" text located to the right. Note: You can search for summary reports using the "Parent Asset".

   - Here is a screenshot of the "System Reports" page. For this example, we are looking for a summary report for Adams County, Indiana.



4. Notice that there are two options for the summary reports, the first narrows the results and the other one puts them in the most suitable format. The "Parent Asset" will limit the results of the summary report to only the parent asset chosen. For example, if you wanted to run a summary report for all bridges which have past due inspections within your district/area, you would choose your district/area from the list and the report will only return assets with past due inspections within that region. If you wanted all assets within the state/county then you wouldn't choose a parent.

5. The "Output Type" can be given in one of three choices. The standard is a PDF file. The other two options are HTML or a spreadsheet.

6. Once the options are selected click the "run report" link next to the desired report.

How to Use the Field Organizer:

1. Field Groups are a useful way to organize similar or commonly used fields that may be located on different forms in a single, easy to find area.

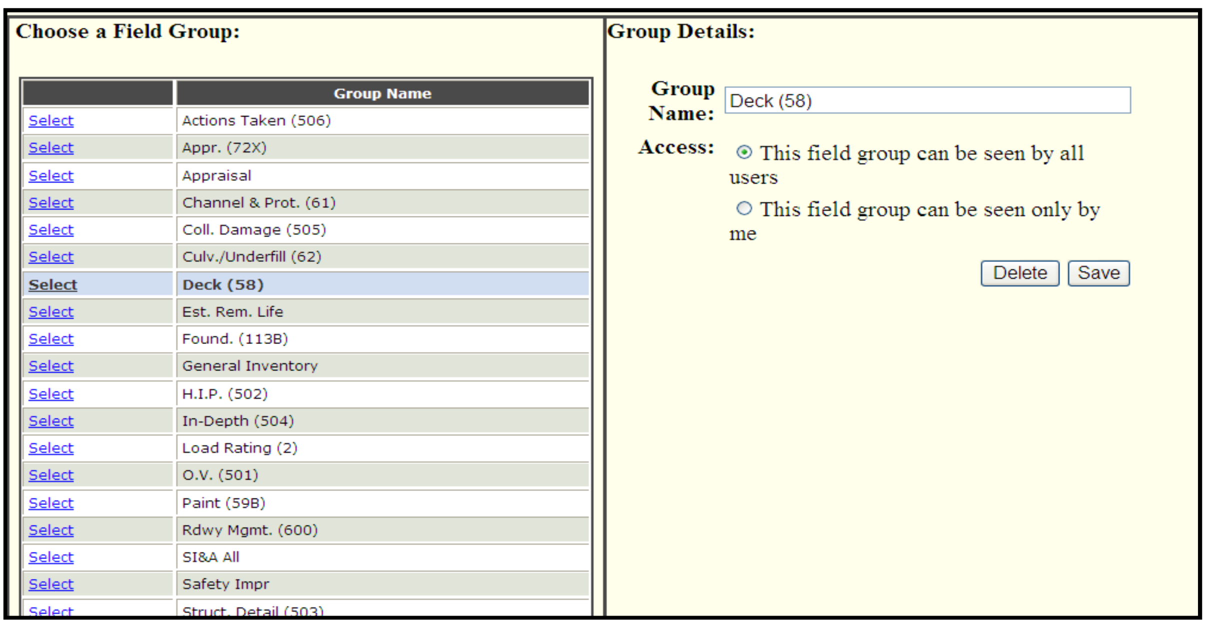
2. When conducting a query, there are a few different ways to find the field/fields you need. One of those ways is by the “Field Group”. The “Field Organizer” is the tool used to create and organize those fields into groupings.

3. To get to the “Field Organizer” start by going to the “Administration” tab on the main bar tab. Scroll down and click on “Field Organizer”.

4. From here you will notice several sections; “Choose a Field Group”, “Group Details”, “Fields that are part of this “Field Group”, and “Fields NOT part of this Field Group”. These sections are used to manage the “Field Groups” which appear in the queries.

5. The first section is “Choose a Field Group”. This is a listing of all the field groups which currently exist in the system. You are able to add a new field group by clicking on the “Add Field Group” button at the bottom of the section. This section also allows you to select the field group, which uploads the appropriate data into the other 3 sections, so the manager can view the details about the group or make the necessary changes.

   - Here is a screenshot of what the “Choose a Field Group” section looks like: For this example, the field group of “Deck” has been chosen. In the other 3 sections on the page, the data for the group “Deck” will appear.



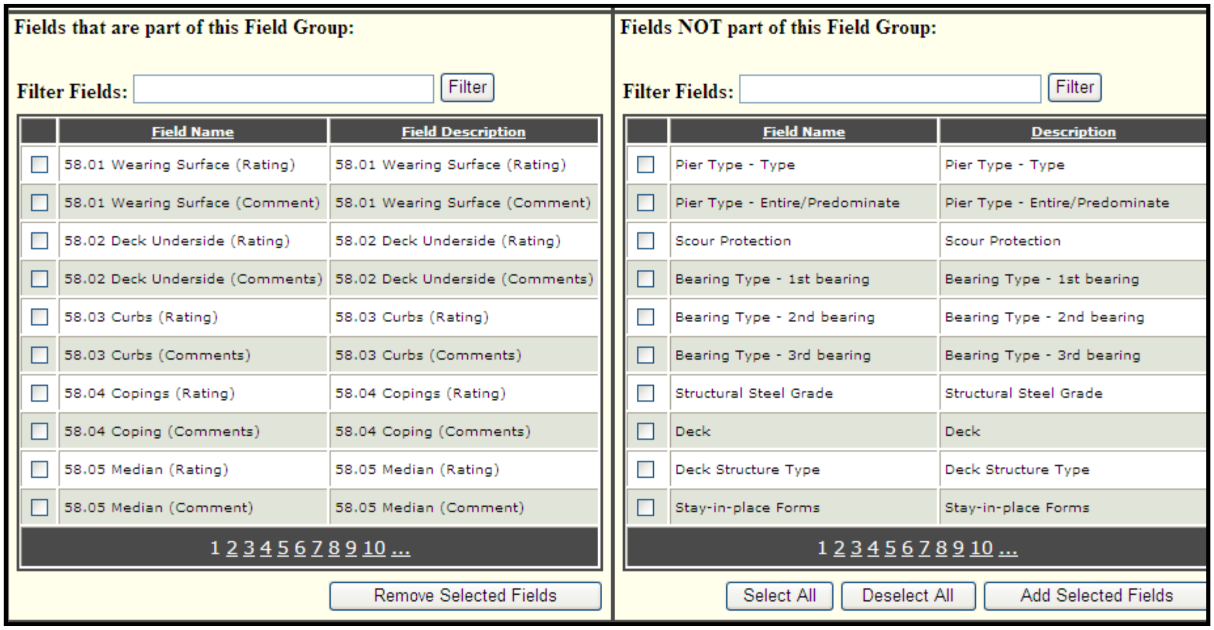
6. The next section is directly to the right of the first section. It is the “”Group Details” section. This section displays the “Group Name” and gives the manager the option to assign the “Access Level” of the field group to either be seen by all users or to be private and only seen by the creator. **Note: You must click either “Save” or “Delete” for the change to work.**

7. The third section is called “Fields that are Part of this Field Group”. This section will display the “Field Name” (left side) as well as the “Field Description” (right side) of all the fields that are part of that particular group you chose in the first section. The purpose of this section is to have the ability to view all the fields that are found in this group as well as have the ability to remove fields that you no longer want as part of that group.

8. Notice in the screenshot below that there is a filter option that allows the manager to directly locate a field they wish to remove. Simply type in the field number and click the “Filter” button to go directly to that field. The filter option is most useful for groups with large numbers of fields.

9. Locate the field/fields you want to remove from the ‘Field Group” and click on the check box to the left of the “Field Name”. After all the fields you want removed are selected, click on the “Remove Selected Fields” button at the bottom of the section.

- Here is a screenshot of the last 2 sections of the “Field Organizer”. Notice at the bottom of these two sections there are numbers that run 1-10. These are more pages because each section can only display a limited number of fields on a single page.


Fields that are part of this Field Group:

Filter Fields: Filter

	Field Name	Field Description
☐	58.01 Wearing Surface (Rating)	58.01 Wearing Surface (Rating)
☐	58.01 Wearing Surface (Comment)	58.01 Wearing Surface (Comment)
☐	58.02 Deck Underside (Rating)	58.02 Deck Underside (Rating)
☐	58.02 Deck Underside (Comments)	58.02 Deck Underside (Comments)
☐	58.03 Curbs (Rating)	58.03 Curbs (Rating)
☐	58.03 Curbs (Comments)	58.03 Curbs (Comments)
☐	58.04 Copings (Rating)	58.04 Copings (Rating)
☐	58.04 Coping (Comments)	58.04 Coping (Comments)
☐	58.05 Median (Rating)	58.05 Median (Rating)
☐	58.05 Median (Comment)	58.05 Median (Comment)

1 2 3 4 5 6 7 8 9 10 ...

Remove Selected Fields

Fields NOT part of this Field Group:

Filter Fields: Filter

	Field Name	Description
☐	Pier Type - Type	Pier Type - Type
☐	Pier Type - Entire/Predominate	Pier Type - Entire/Predominate
☐	Scour Protection	Scour Protection
☐	Bearing Type - 1st bearing	Bearing Type - 1st bearing
☐	Bearing Type - 2nd bearing	Bearing Type - 2nd bearing
☐	Bearing Type - 3rd bearing	Bearing Type - 3rd bearing
☐	Structural Steel Grade	Structural Steel Grade
☐	Deck	Deck
☐	Deck Structure Type	Deck Structure Type
☐	Stay-in-place Forms	Stay-in-place Forms

1 2 3 4 5 6 7 8 9 10 ...

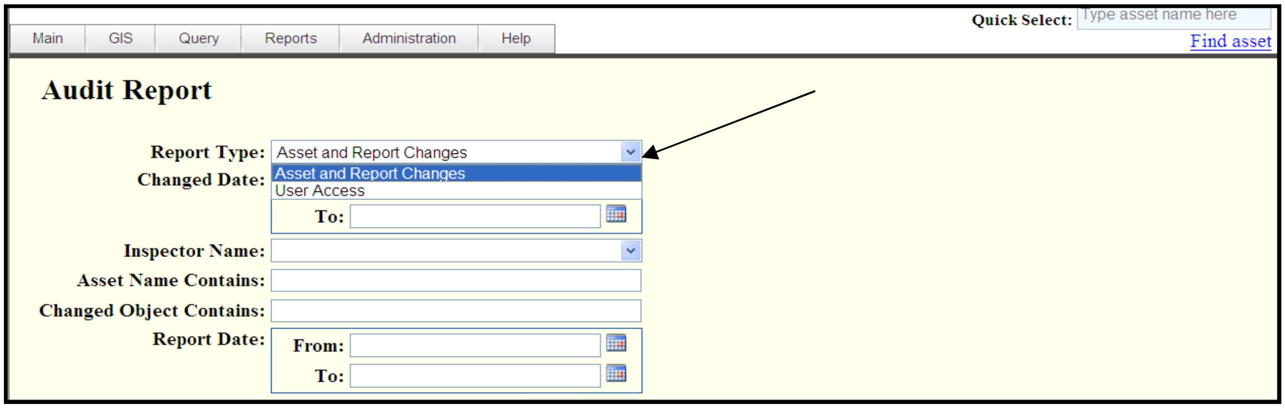
Select All Deselect All Add Selected Fields

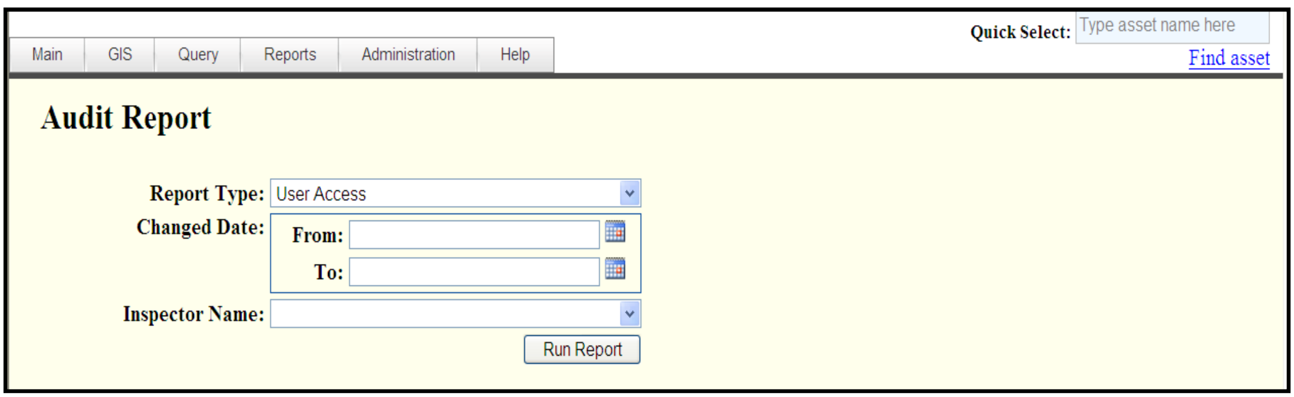
10. The last section of the "Field Organizer" is the "Fields NOT Part of this Field Group". This section displays all the existing fields that are not part of the "Field Group". The purpose of this section is to give managers the ability to add certain fields to the group. These fields are displayed on numerous pages and the manager is able to use the filter option to quickly find the appropriate field/fields to add to the group. As you can see from the screenshot, there is the option to "Select All" or "Deselect All" fields. When you have selected all the fields you want add, click on the "Add Selected Fields" button.

How to Run an Audit Report:

1. Start by going to the “Administration” tab on the main bar. Scroll down and click on “Audit Report”. The “Audit Report” page will upload and you will have two types of audits reports to choose from. The first audit report is “Asset and Report Changes” and the second type of report is “User Access”.

   ➢ This is a screenshot of what the “Audit Report” page looks like and how you choose the type of report you want to run. Go to the “Report Type” drop down and select between the two options. Note: The first screenshot is the setup of the page for an “Asset and Report Changes” audit report; however, the “User Access” report has a different setup which is located in the second screenshot.





2. The “Asset and Report Changes” generates a report that tracks all changes, between defined dates, on any asset and its reports. A manager can additionally run an audit report specifically by inspector to see what they have changed on a report and when the change was made. If any field is left blank then it is not used to limit results. The user can also limit the report to certain assets and/or based on only certain objects/fields being changed. The user can also run a report which does not specify an inspector, asset, or specific field, but looks at all changes made over a certain time period.

   ➢ Here is an example of an audit report that was generated to show all changes made on every asset within the week of October 13th – October 20th 2009. Note: This is only one page of the entire report. The report shows the inspector’s name, the location of the change, the type of change, the object that was changed, the exact date, the old value, the new value, its parent asset, the bridge number, the NBI number, the date the report was created, and the date of the inspection.

Inspector Name	Change Location	Change Type	Changed Object	Changed Date	Old Value	New Value	Parent Asset	Bridge Number	NBI Number	Report Create Date	Inspection Date
Mickler, Jim	online	Report Form Included	Inspection report form (Rpt. Sections) included	10/20/2009 3:08:30 PM	True	False	Greenfield	052-70-07417	19360	03/10/2009	03/10/2009
Mickler, Jim	online	Value Changed	Inspection Info Comments	10/20/2009 3:08:17 PM	Bt. #1 is northwest.	Bent # 1 is Northwest.	Greenfield	052-70-07417	19360	03/10/2009	03/10/2009
Skinner, Wayne	online	Section Added	Add Excluded Rep. Sec.	10/20/2009 3:03:43 PM		sg_id: 1	La Porte	421-46-02463 A	32460	10/16/2009	10/19/2009
Skinner, Wayne	online	Value Changed	60.28 Debris on Bridge (Rating)	10/20/2009 3:02:55 PM	7	6	La Porte	421-46-02463 A	32460	10/16/2009	10/19/2009
Skinner, Wayne	online	Value Changed	Report Date:	10/20/2009 3:01:05 PM	3/27/2009	10/19/2009	La Porte	421-46-02463 A	32460	10/16/2009	10/19/2009
Skinner, Wayne	online	Value Changed	Report Date:	10/20/2009 3:00:51 PM	3/27/2007	03/27/2009	La Porte	421-46-02463 A	32460	10/16/2009	10/19/2009
Mickler, Jim	online	Value Changed	Inspection report status change	10/20/2009 3:00:37 PM	5	5	Greenfield	052-70-00529	19340	03/10/2009	03/10/2009
Mickler, Jim	online	Value Changed	Status	10/20/2009 3:00:36 PM	4	5	Greenfield	052-70-00529	19340	03/10/2009	03/10/2009
Mickler, Jim	online	Inspection Report Approved	Inspection report approved	10/20/2009 3:00:30 PM	3	4	Greenfield	052-70-00529	19340	03/10/2009	03/10/2009
Mickler, Jim	online	Value Changed	Status	10/20/2009 3:00:29 PM	3	4	Greenfield	052-70-00529	19340	03/10/2009	03/10/2009
Skinner, Wayne	online	Value Changed	Description of Deficiency:	10/20/2009 3:00:10 PM	extend abutment drains down slopewalls	SLOPEWALL VOIDING	La Porte	421-46-02463 A	32460	10/16/2009	10/19/2009
Skinner, Wayne	online	Value Changed	Report Number:	10/20/2009 2:59:54 PM		1702	La Porte	421-46-02463 A	32460	10/16/2009	10/19/2009

3. The “User Access” audit report generates a report that shows user‘s name, any login or logoff actions, and the exact time of their login. This report can be run to report for a single inspector/individual or it can be run to report on all activity done between a certain dates. Here is an example of a report generated to see all activity between October 19th and October 20th 2009. Note: This is only one page of the report and the rest of the data can be viewed using the numbers at the bottom to navigate between pages.

Report Type: User Access

Changed Date: **From:** 10/19/2009 **To:** 10/20/2009

Inspector Name:

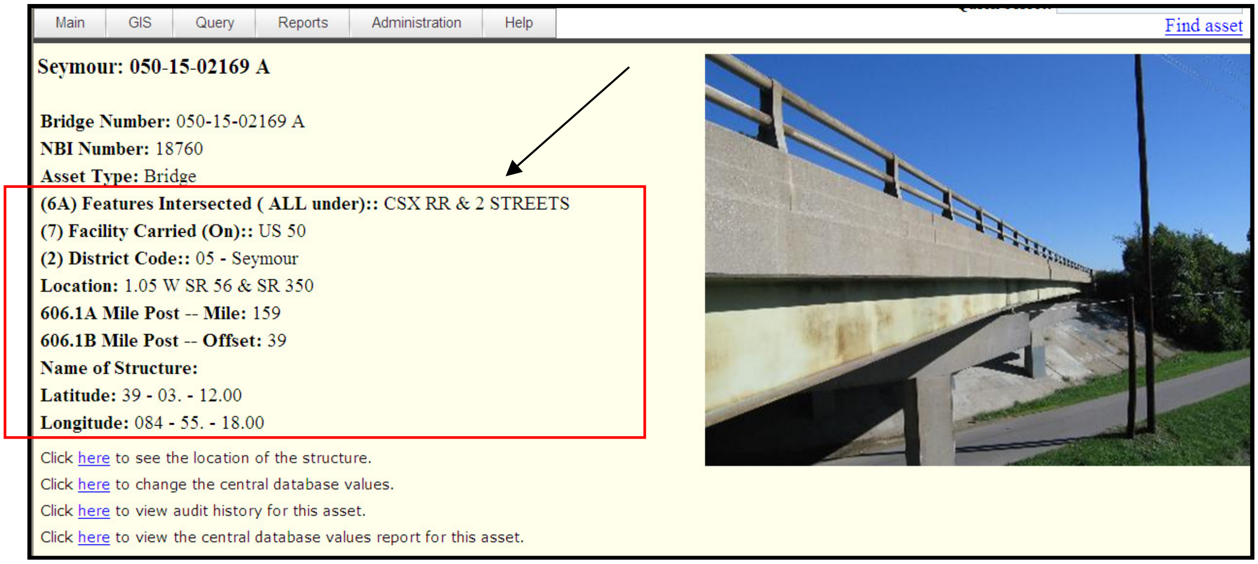
Run Report

Inspector Name	Change Location	Login Date
Skinner, Wayne	online	10/20/2009 3:22:32 PM
Everman, Chris	online	10/20/2009 3:18:38 PM
Martin, Jerry	online	10/20/2009 3:18:02 PM
Administrator, InspectTech	online	10/20/2009 3:00:57 PM
Skinner, Wayne	online	10/20/2009 2:46:58 PM
Public, Central Office	online	10/20/2009 1:59:35 PM
Skinner, Wayne	online	10/20/2009 1:41:29 PM
Fieberg, Rich	online	10/20/2009 1:41:25 PM
Administrator, InspectTech	online	10/20/2009 1:12:28 PM
Administrator, InspectTech	online	10/20/2009 1:02:39 PM

1 2 3 4 5

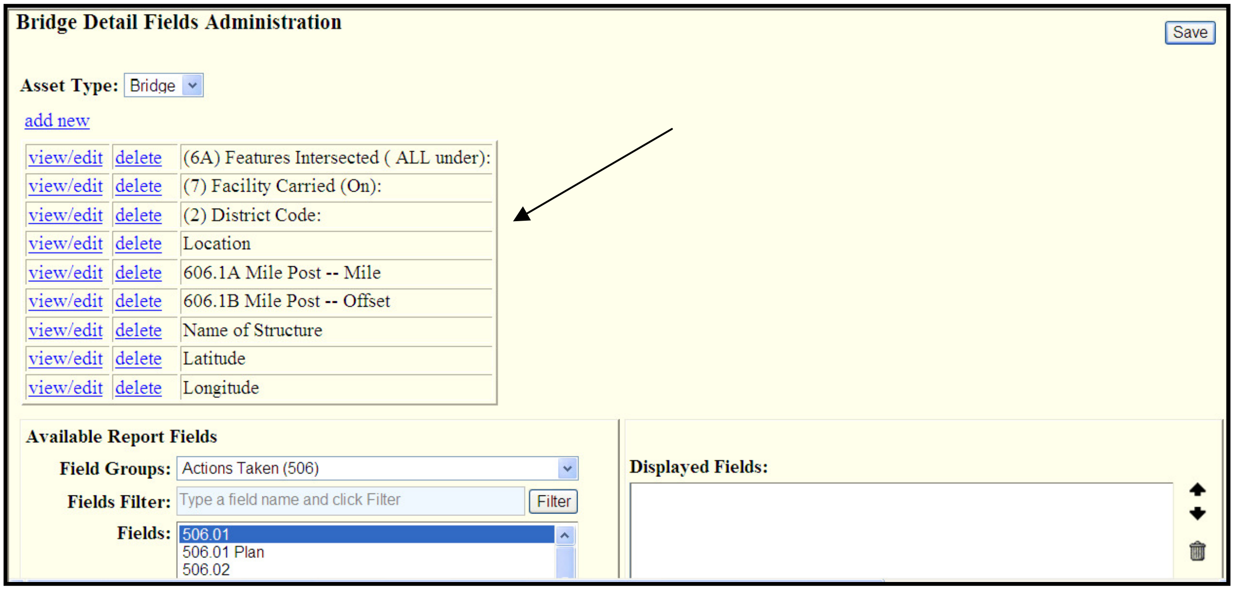
Bridge Detail Fields Administration:

1. The "Bridge Detail Fields" are the fields found on the bridge detail page when you select and click on a specific bridge. For example, when you select a bridge from the "Most Recent Bridge Accessed" list, it takes you to that bridge's detail page. The fields found here are controlled by the "Bridge Detail Fields Administration". For example: The textbox in the screenshot below contains 9 fields that are displayed every time a bridge is selected. These fields are managed in the "Bridge Detail Fields Administration" section and can be managed to display any fields the manager wants. The fields are also displayed in other key places such as on the GIS screen-when you move your mouse over a bridge.



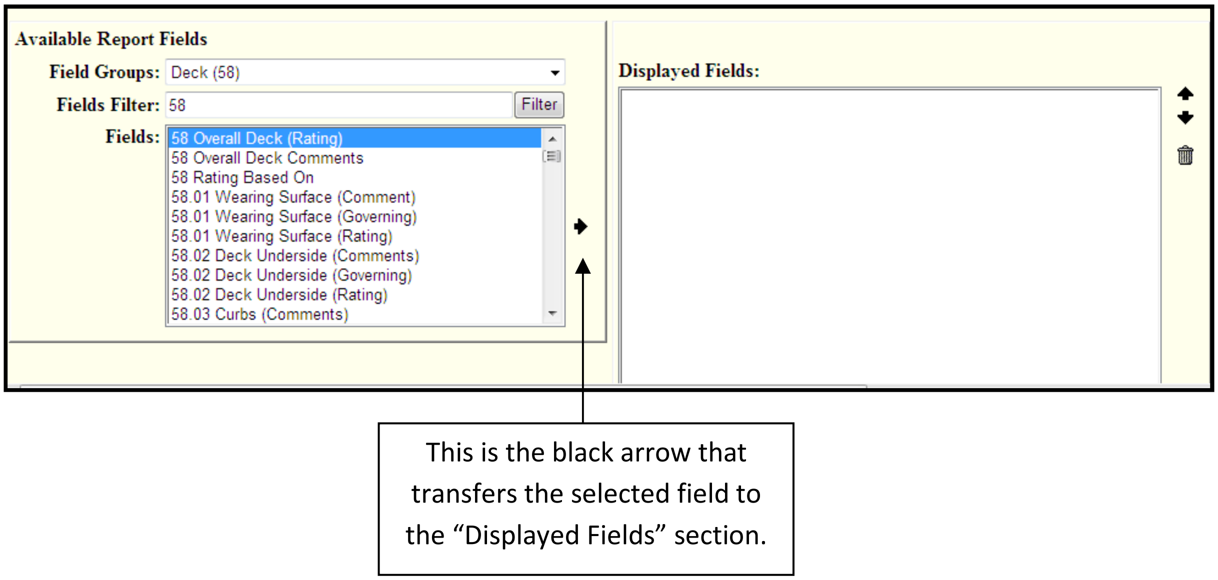
2. To get to the "Bridge Detail Fields Administration" page select the "Administration" tab. Once the page is opened you will have to choose the asset type. Each asset type has specific detail fields which will generate when that asset type is selected. To start, choose the asset type from the drop down box. Here is a screenshot showing what the page looks like when you select "bridge" for the asset type.

   - Notice: All the current detail fields that are assigned to the asset type bridge are shown towards the top of the page, directly under the asset type drop down box. To the left of these fields, highlighted in blue, are "view/edit" and "delete" options. This is where a manager can remove or edit a detail field from the list. Also, there is an "add new" option right above the displayed fields. If a manager would like to add an additional detail field, they can do so by clicking on this text. Notice the "Available Report Fields" section towards the bottom of the page. These are all the fields that are not currently assigned to the detail page.



3. For this example, suppose a user wanted to add a deck rating field to the bridge detail fields list. To do this, he/she would go to the "Available Report Fields" section and begin by choosing a "Field Group". Then all the fields currently not a "Detail Field" will appear in the "Fields" box. Now, the user will be able to perform a filter to find the field/fields by typing in its name and clicking the filter button. After this, only the fields that meet the criteria will appear.

4. Next, the user will select the field, which highlights it blue, and click on the black arrow to transfer that field to the "Displayed Fields" section to the right. Here is a screenshot showing this process. Once the field/fields you want are transferred to the "Displayed Fields" section, then click "Save". Now the new field/fields will appear as a bridge detail field whenever you click on any bridge within the system.

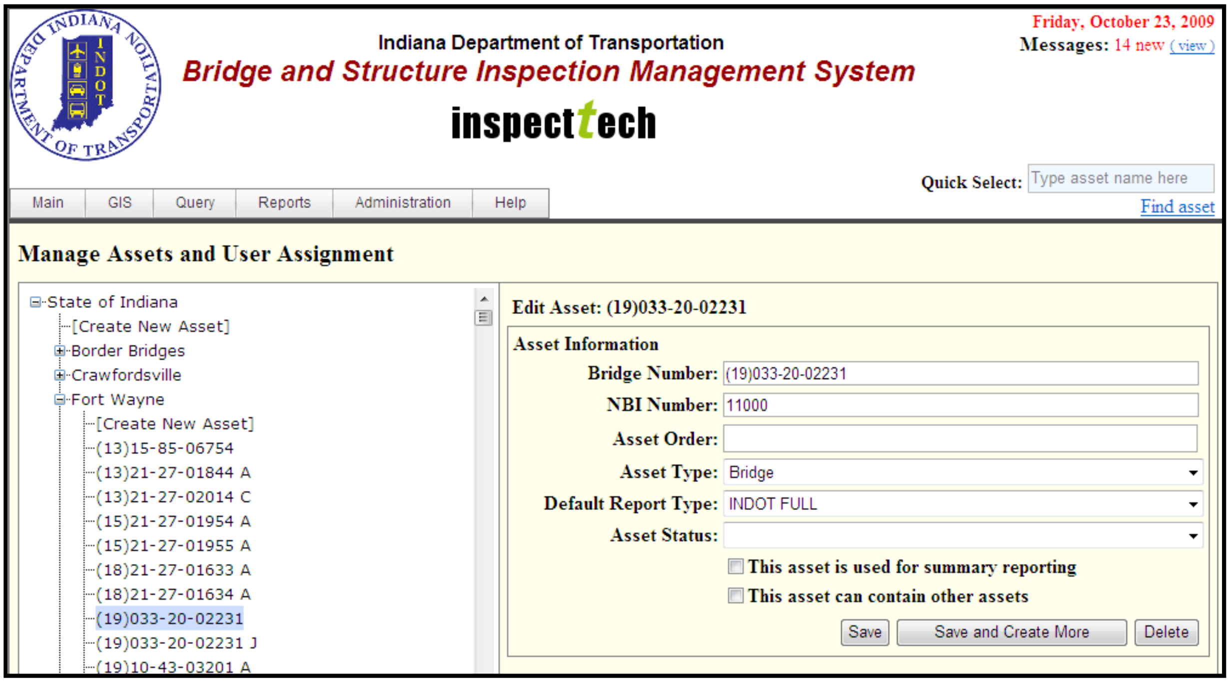


How to Edit an Existing Asset:

1. Another administrative task that a user can perform is the ability to edit assets within the system. A manager can log into the software and edit the asset itself, such as the assets name, code, type of structure, its type of report required, and the status of the structure.

2. If you need to edit an asset, start by clicking on the "Manage Bridges" under the Administrative tab. Next, choose the asset you wish to edit from the tree filter and click on it so the bridge's information will appear to the right side of the screen.

   ➢ Here is a screenshot of what the page should look at this point in the process.



3. Now enter the information that you need to edit on the asset and click "Save" or "Save and Create More" if you need to edit more assets.

   ➢ **Important Note: Some information, such as Bridge Number or Name may additionally be saved on an inspection form, thus requiring the data to be changed on the form as well.**

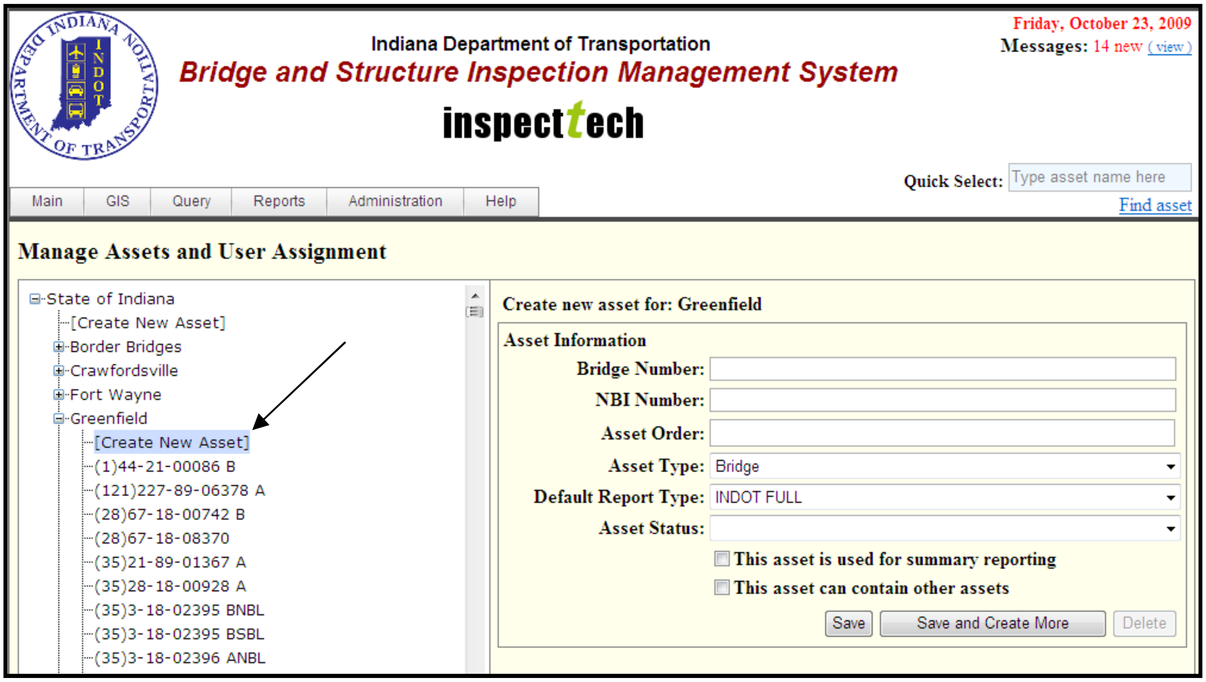
How to Create a New Asset:

1. BridgeInspect™ Manager has the ability to create a new asset.

2. To create new assets go to the "Administrative" tab and select "Manage Bridges" from the drop down box. This will open up a page called "Manage Assets and User Assignment". From there choose the district/county where the asset is located.

3. Next click on the [Create New Asset] which is under the selected district/county. This will open an area on the right side of the page where you will enter the data and create the asset.

   - This is an example of how to create a new asset and what your screen should look like. Note: Make sure you create the asset in the correct district/county.

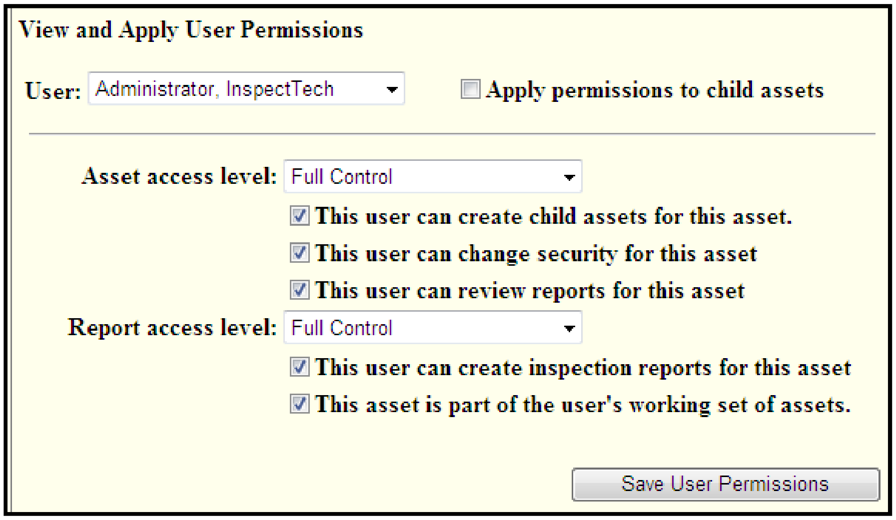


4. Now go through and fill out the necessary information, starting with "Asset Name" and don't forget the checkboxes at the bottom which may apply to some assets. In general, individual bridges should not have these checked, but these should possibly be used for new subgroups of bridges. Click the "Save" button when you are finished or click the "Save and Create More" button if you still have more assets to create.

How to View and Apply User Permissions:

1. BridgeInspect™ Manager 5.0 enables a management feature which allows a qualified user to set permissions for other individuals. Unlike assigning permissions by role, this limits the authority to only the person, not the entire group.

2. Start by selecting the "Manage Bridges" under the "Administrative" tab. Find the asset that you want to assign the permissions too and a click on it. Scroll down and find the section on the right called "View and Apply User Permissions". This is what this section should look like.



3. In the drop down box labeled "User", select the person you want to set the permissions for by selecting the individual's name. As you can see from the screenshot, you can also control the type of access level they have on the asset and on the report. Use the drop down boxes to find the correct access level (full control, read only or hidden) and also the checkboxes to define what the user can and can't do.

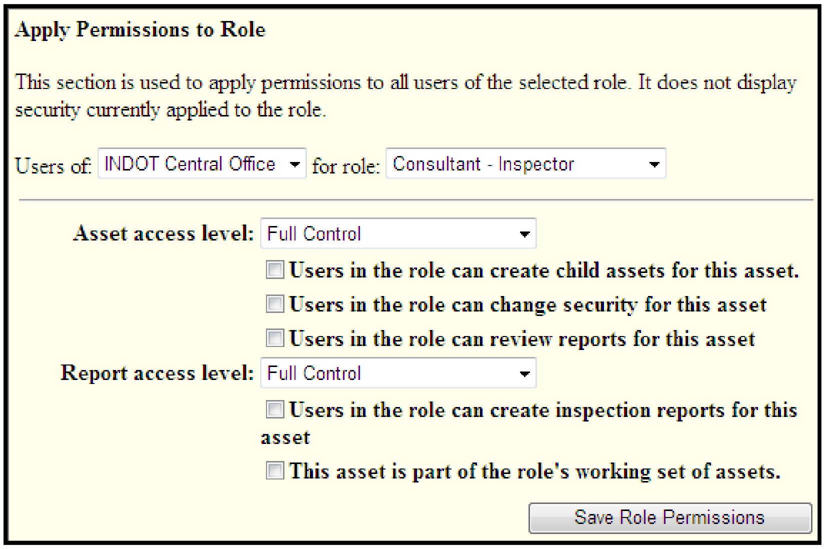
4. Click "Save User Permissions" to finish.

   - Note: Permissions can be set at the individual bridge level or for an entire group of bridges. By clicking on a parent asset, such as a county or district, and checking the "Apply Permissions to all Child Assets" checkbox, any changes made will also be done to all assets that fall beneath the parent.

How to Apply Permissions by Role:

1. Giving permissions to an entire group of users can be done easily.

2. Begin the same way as applying permissions by user, except find the section called “Apply Permission to Role” instead. This section is just below the “View and Apply User Permissions” section. This is what your screen should look like:



3. Start with the “Users of” drop box and find the grouping of people that will receive the permissions. If you wish to give all districts/counties the same permissions, select “Apply to all Profiles”. To the right of the “User of” drop box is the “Role” drop box. Select the role within that specific group that you wish the permissions to apply. Now choose the type of access levels for the role.

4. Click “Save Role Permissions” to save and finish.

How to Archive a Bridge:

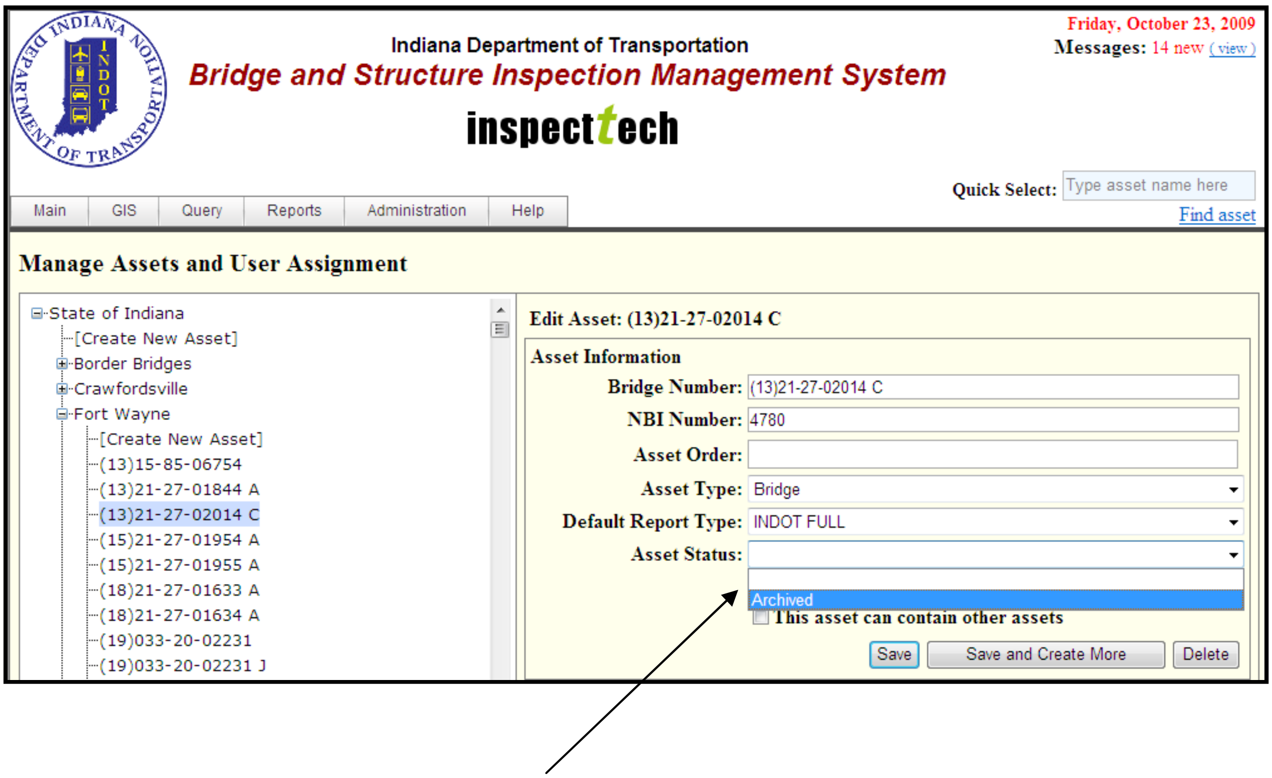
1. Archiving a bridge is different from deleting a bridge because it saves all of the information pertaining to the bridge for future access, but excludes it from reporting/searching.

2. Go to the main menu and place your cursor over the “Administration” tab. Locate and click on the “Manage Bridges” sub tab. Now, select the location of the bridge using the tree on the left hand side and click on the bridge you wish to archive.

3. On the right hand side of the page there is an “Edit Asset” section. Within this section there is a drop down box for the “Asset Status”. Click on this drop down and choose “Archive” from the options available.

4. Click “Save”.

- Here is an example demonstrating how to “archive” a bridge.

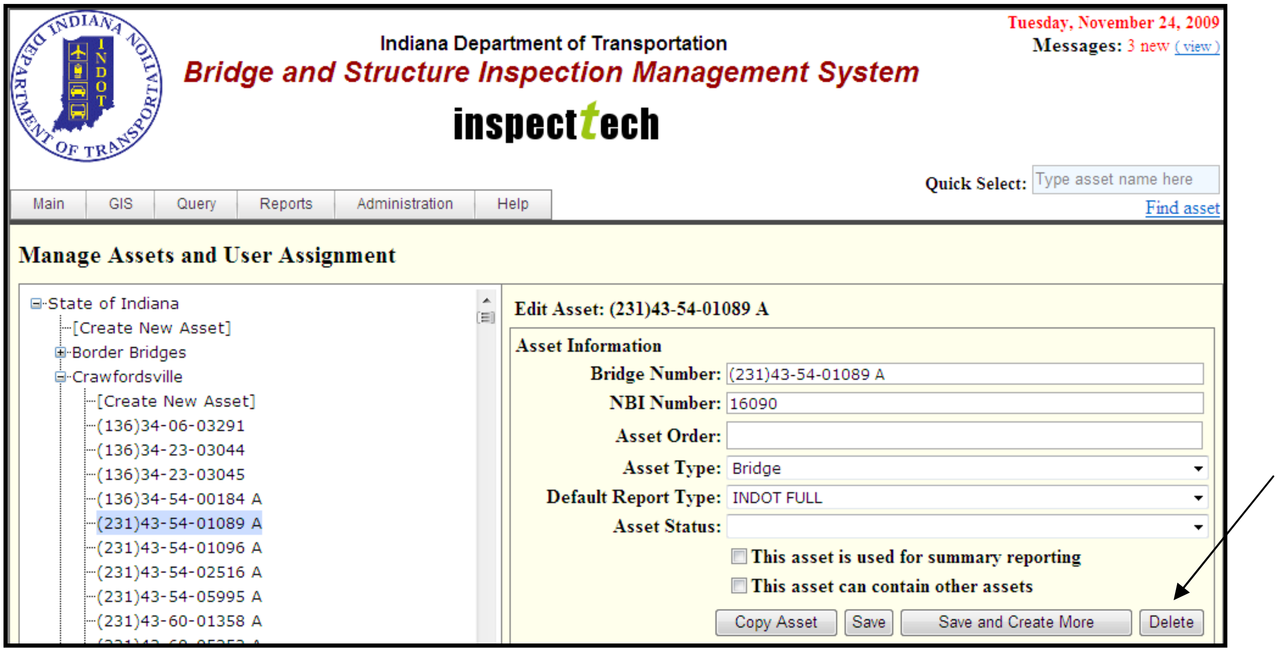


How to Delete a Bridge:

1. Archiving a bridge will remove the bridge from the active list while keeping the historical records; however, deleting a bridge will totally remove the bridge from the software, including the historical records. **Note: There is no "Undo!" Once you delete the bridge it is permanently deleted.**

2. Go to the main menu and place your cursor over the "Administration" tab. Locate and click on the "Manage Bridges" sub tab. Now, select the location of the bridge using the tree on the left hand side and click on the bridge you wish to delete.

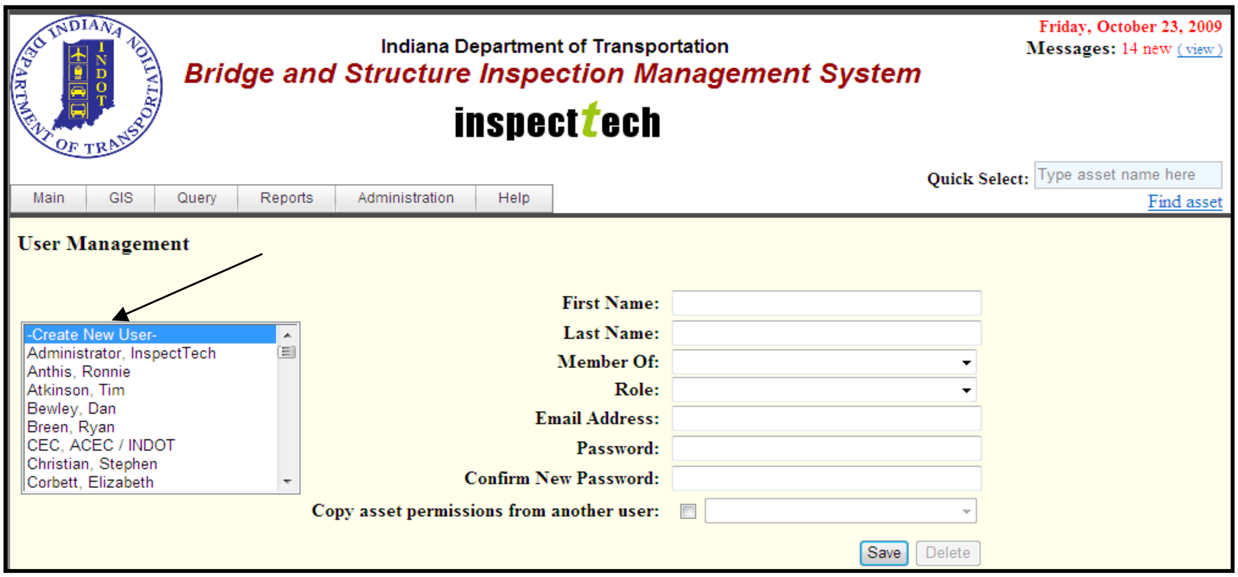
3. Click the "Delete" button in the bottom right hand corner.



How to Add a New User:

1. Begin by going to the "Administration" tab. From the list that appears choose "Security" and then "Create and Edit Users".
2. This will open up a new page called "User Management" and this is where you can create new users.
3. Start filling in the new user's information. Note: The inspector will be able to change their password at a later time. You can select their "Role" from the drop down box as well as check the box next to "Copy asset permissions from another user" and choose the person whose permissions are the exact same as the new persons.
4. Remember to click "Save".

➤ Here is a screenshot of this process:

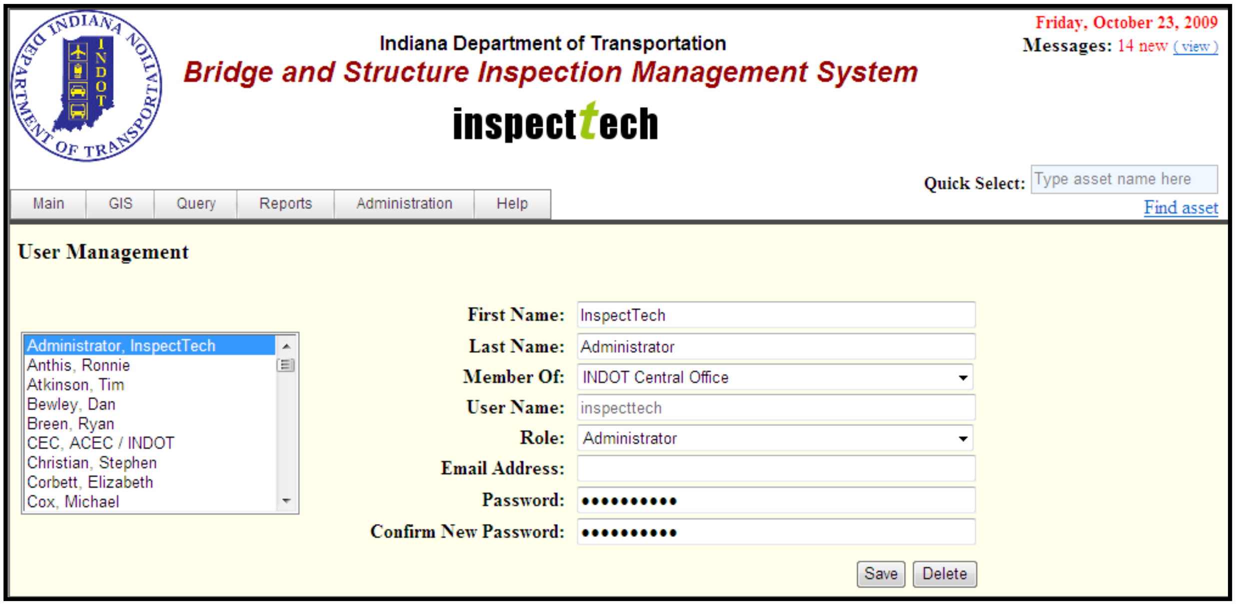


➤ Note: The username is automatically created by the system. It creates the username as the person's first initial and last name. In the event of two similar user names such as, Joe Smith and John Smith, the usernames are automatically incremented. (i.e. jsmith2)

How to Edit/Delete a User:

1. Begin by going to the "Administration" tab. From the list that appears choose "Security" and then "Create and Edit Users".
2. This will open up a new page called "User Management" and this is where you can edit/delete users.
3. Select the "User" that you wish to edit and make any of the necessary changes. Don't forget to click "Save".
4. Or, if you are deleting the user, click on their name and then click the "Delete" button towards the bottom of the page.

- Here is a screenshot showing how to edit or delete a user's information.

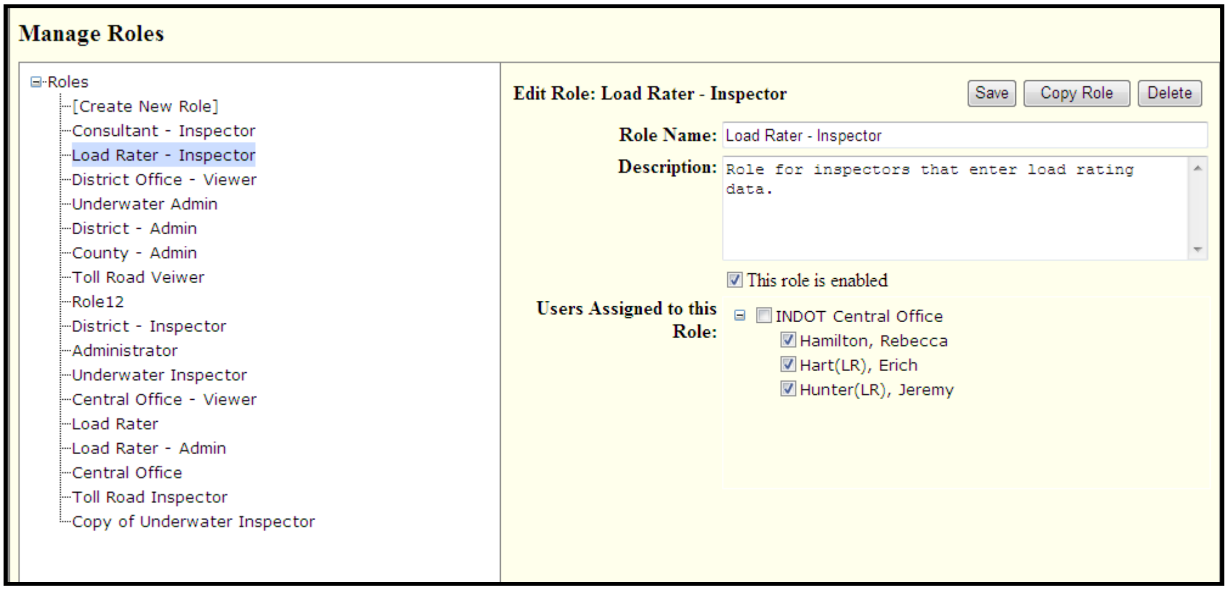


How to Manage Roles (Edit Existing/Create New):

1. Begin by selecting the “Administration” tab and clicking on “Security”. After that choose the option “Manage Roles”, which will give authorized users the ability to edit the current roles and also create new roles.

2. Once the “Manage Roles” page is open, there will be a tree on the left that has all the current “Roles” within the organization. There will also be a “Create New Role” option. Click on either an existing role or create new role and begin editing/typing in new information in the area to the right

   - This is an example of how to Edit a Load Rater Role:



4. Notice you are able to edit the “Role Name”, its description, and the users assigned to this role. Also, you have the ability to “Copy Role”, which will make a copy of the role and its permissions. This can be useful when you want to create a new role that is very similar to an existing one.

   - When you create a new role, you are entering all information in except for the “Users Assigned to this Role”. You must save the role first, then go to each user and individually assign them to this new role under ‘User Management”.

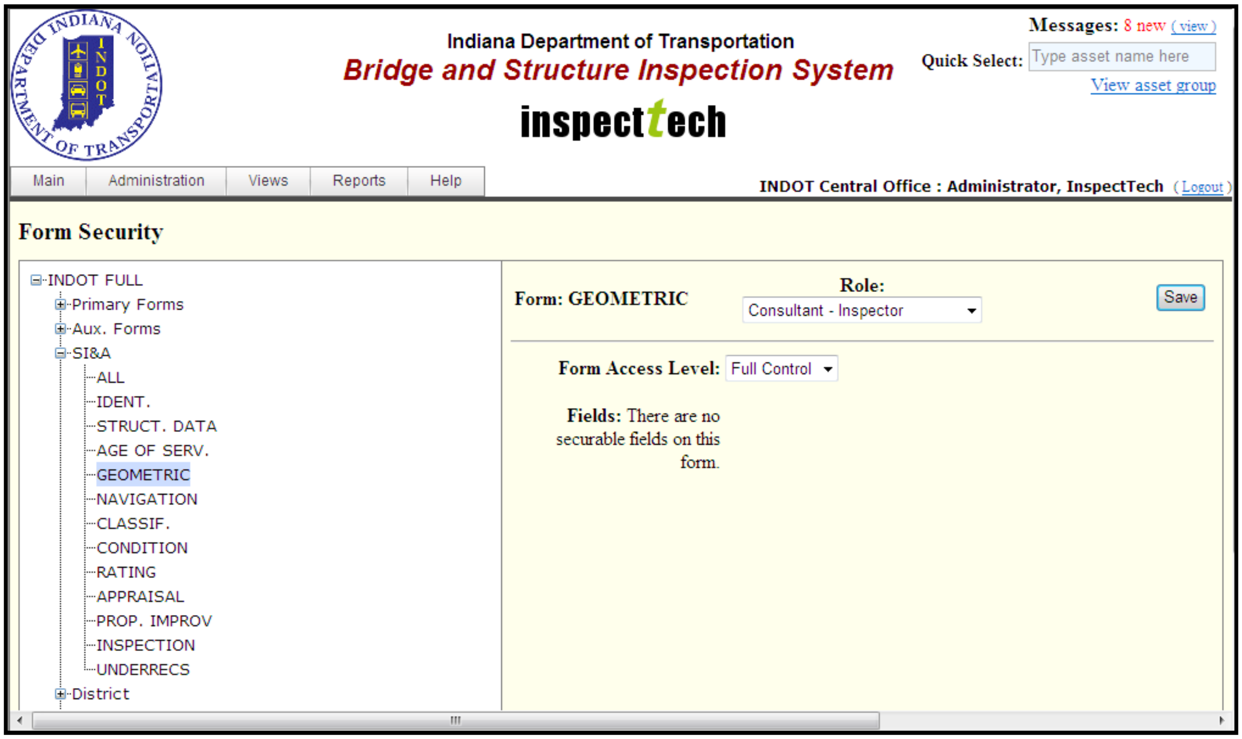
5. Remember to click “Save” when you are finished editing or entering a new role.

Forms Security:

1. Go to the main view and select the "Administration" tab and choose "Forms Security" from the drop down box.

2. Next, use the tree search to locate the exact form you are looking for. Once you find the correct form double click on it to open the form details page in the area to the right of the tree search.

   - Here is a screenshot of this process.



3. Each role has a certain access level to a particular form. For example, the above screenshot shows a consultant-inspectors access level is "Full Control" for the Geometric Form. You are able to change the access level for each role by the form.

   - For example, if you wanted the role, "Load Rater-Inspector" to only have "Read Only" access to "Primary Forms – Paint", you could click on the form then select "Load Rater-Inspector" and change the access level to "Read Only".

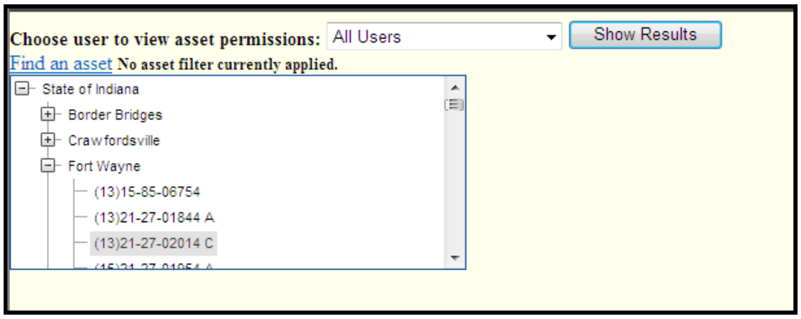
4. Click "Save" when you are finished.

How to View Asset Permissions by User:

1. Start by going to the main view and selecting the “Administration” tab. Choose the option “Security” from the list and click on “View User Asset Security”.

   - These include the ability to see a specific user’s permissions across multiple assets or viewing a single asset and seeing the permissions for all the users on that asset.

2. Begin by either using the filter option or the drop down box to find the person you are looking for or the asset you want to view. For this example, we will look up a particular bridge and view all users.



3. Click “Show Results” to see all users’ permissions on this bridge. If wanted, you could choose the person from the drop down box to view only their permissions for this bridge.

   - Here is an example of what the page will look like with permissions by users on this bridge. Note: There are many more users below that could not be displayed in a single screenshot.

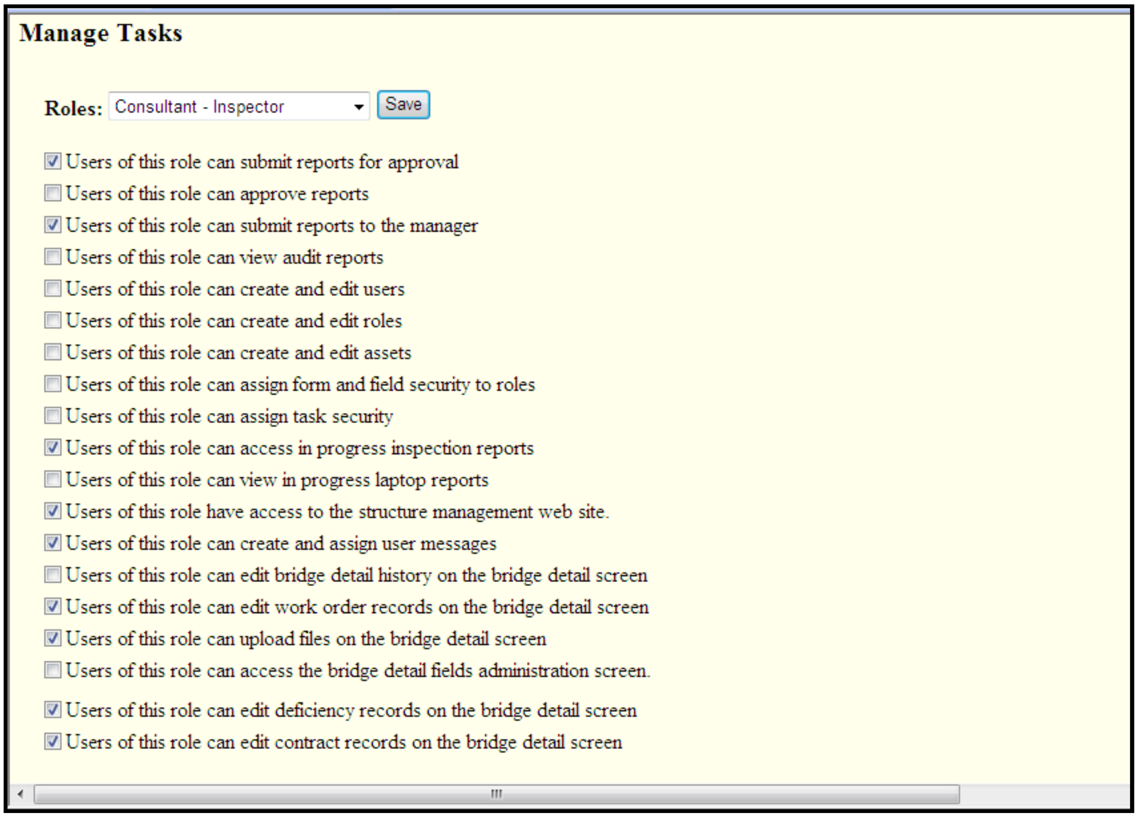
User Name	Asset Name	Parent Asset Name	Asset Access Level	Create Child Assets	Change Security	Review Reports	Report Access Level	Create Reports	Working Set	Edit Permissions
Administrator, InspectTech	(13)21-27-02014 C	Fort Wayne	0 - Full Control	True	True	True	0 - Full Control	True	True	Edit
Manager, Seymour	(13)21-27-02014 C	Fort Wayne	1 - Read Only	False	False	False	1 - Read Only	False	False	Edit
Garrison, Sherwood	(13)21-27-02014 C	Fort Wayne	1 - Read Only	False	False	False	1 - Read Only	False	False	Edit
Ference, Matt	(13)21-27-02014 C	Fort Wayne	1 - Read Only	False	False	False	1 - Read Only	False	False	Edit
Bewley, Dan	(13)21-27-02014 C	Fort Wayne	1 - Read Only	False	False	False	1 - Read Only	False	False	Edit
Hughes, Melvin	(13)21-27-02014 C	Fort Wayne	1 - Read Only	False	False	False	1 - Read Only	False	False	Edit
Public, Crawfordsville	(13)21-27-02014 C	Fort Wayne	1 - Read Only	False	False	False	1 - Read Only	False	False	Edit
Martin, Jerry	(13)21-27-02014 C	Fort Wayne	1 - Read Only	False	False	False	1 - Read Only	False	False	Edit
Wolfe, Mark	(13)21-27-02014 C	Fort Wayne	1 - Read Only	False	False	False	1 - Read Only	False	False	Edit
Storey, Drew	(13)21-27-02014 C	Fort Wayne	0 - Full Control	True	True	True	0 - Full Control	True	True	Edit

How to Manage Tasks within Certain Roles:

1. Begin by going to the main view and selecting the “Administration” tab. Choose the option “Security” from the list and click on “Task Security”.

2. This will open a page that will allow a user with permissions to choose what tasks each role can perform or will have access to view.

   ➢ For example, the user can manage what tasks a consultant-inspector can perform within the software or what reports/forms they can see. Here is a screenshot of this process. As you can see, in order to give a specific role the ability to perform a task you have to click on the checkbox or uncheck to deny access.



3. Go to the drop down box and choose the role which you wish to manage.

4. Now, click on the checkbox next to the task in which you want that role to be able to perform. Click on the box again if you want to uncheck the box.

5. Remember to click “Save” in order to save all changes.